



# CITY OF URBANDALE, IOWA

## FY2011-12 ADOPTED BUDGET

## FY2012-13 ESTIMATED BUDGET



**CHARLES GABUS MEMORIAL TREE PARK & GARDENS - DEDICATED 2010**

**CITY OF URBANDALE**

Revised FY2010-11 Budget

Adopted FY2011-2012 Budget

Estimated FY2012-2013 Budget

**Mayor and Council**

Robert D. Andeweg, Mayor

Tom Gayman, Mayor, Pro-Tem

John Forbes, Councilmember  
Ron Pogge, Councilmember

Michael Carver, Councilmember  
Mary Polson, Councilmember

**Management Team**

A.J. Johnson, City Manager  
Su Zanna K. Prophet, Assistant City Manager  
John Konior, Assistant to the City Manager  
Debra Mains, City Clerk  
Nicole Lamb, Finance Director  
Kim Keisler, Assistant Finance Director  
Jennifer Hubbard, HR Director

Ross McCarty, Police  
Jerry Holt, Fire/EMS  
David McKay, Engineering and Public Works  
Katherine Manion, Library  
Jan Herke, Parks & Recreation and Community Education  
Paul Dekker, Community Development  
Maurice Dudney, Code Enforcement  
John Andrasko, Technology  
Rich Foust, Water Utility



March 8, 2011

Honorable Mayor and  
Members of the City Council  
City of Urbandale, Iowa

Re: FY2011-12 Operating Budget

I am pleased to present to the City Council the FY2011-12 operating budget for the City of Urbandale. This budget represents the City's operating plan for the fiscal year beginning July 1, 2011 and ending June 30, 2012. It was prepared in conformance with the Code of Iowa and the City's fiscal performance goals. At its meeting of March 8, 2011, the City Council will conduct a public hearing to review and approve the FY2011-12 operating budget.

The recommended FY2011-12 budget has been shaped by several significant factors. These key elements include the following:

**1. Current Economic Conditions** – The national and local economies continue to see adverse affects as a result of the recent recession. Although there appear to be signs within certain economic indicators that recovery has begun, any growth will be at a significantly lower level than previously experienced. Unemployment nationally remains at near record levels and has touched most segments of the economy. Financial institutions and the overall financial market place have stabilized from last year, but continue to be exposed to significant losses. Consumer confidence has begun to move upward from last year, but consumers in general are still guarded which is reflected in their spending patterns. In response to these trends, the FY2011-12 operating budget attempts to minimize tax and fee increases for Urbandale's residents. The \$0.20 tax increase that is proposed for the 2011-12 fiscal year is necessitated by the rising cost for police and fire pension contributions and a programmed increase in debt service levy.

As the national economy continues its gradual recovery, the building industry should also recover gradually to varying degrees according to sector and locale. Urbandale was less affected than most locales, but building activity is still constrained by tighter lending practices. Revenues from license and permit fees will continue to rise with increased building activity, although activity is expected to remain below the historic norm through this budget year. Additionally, interest rates are anticipated to remain low, which will result in lower than normal investment income.

**2. Public Safety Staffing** – The City has completed its plans to enhance fire and emergency response services with planned staffing increases. With the award of the SAFER grant in 2010, the City was able to accelerate the hiring of fire personnel to accomplish that strategic priority of the City Council. The current FY2011-12 budget reflects staffing levels to support the priority of Council to provide a more complete and comprehensive level of fire/emergency service response. The new Fire positions were needed to address the response time concerns identified through the performance measurement program.

Due to this emphasis on public safety and economic constraints, the recommendations of the Ten Year Staffing Plan prepared in 2006 were not implemented in FY2011-12. The Plan anticipated the creation of new positions in Police, Public Works, Library, and Technology during the year. Due to continued concerns associated with valuation levels and the associated revenue stream, the Staffing Plan was once again placed on hold. Once the budget process and review has been completed, a new examination of staffing needs will take place.

**3. Other Personnel Costs** – Under the approved agreements with the bargaining units for FY2011-12, the Laborers union and Police union wages will increase by 3.25%, and the Fire union wages will increase by 2.0%. The budget anticipates that the non-union employees will receive a wage increase of 3.0% in FY2011-12. While a departure from past practice to remain consistent with the Laborers and Police units, the compensation levels for the City's non-union employees will continue to be determined by the non-union merit pay system. This system will reward non-union employees for high performance and the accomplishment of specific goals. Finally, a non-union pay compensation study will be conducted by an external consultant in FY2011-12. It is anticipated that this study will evaluate public to private sector positions. On the benefits side, retirement system contributions for most employees will rise due to the increase in the employer's rate for IPERS. The FY2011-12 IPERS rate will increase from 6.95% to 8.07%. As approved in FY2010-11, due to the significant increase in the employer's contribution rate to the Municipal Fire and Police Retirement System of Iowa (MFPRSI), the City exercised its option and established an additional property tax levy to start partially funding the City's obligations to this system. This Retirement levy will continue to be utilized next fiscal year to fund a significant portion of the City's MFPRSI contributions. This levy will be increased \$0.10 to a grand total of \$0.20. In FY2011-12, the MFPRSI retirement contribution rate for eligible personnel in Police, Fire and EMS will increase from 19.09% of payroll to 24.76%. Due to favorable claims experience and recent plan changes, contributions to the health insurance reserve fund were lowered for FY2011-12, as well as transferring costs associated with the Employee Wellness Program to be funded through the Risk Management fund.

An additional significant item to note in personnel, is that due to the timing of the City's biweekly payroll processing, the FY2011-12 budget will end up reflecting 27 pay cycles instead of the normal 26 cycles. This occurs only once every 12 years when BOTH the first and last day of the fiscal year is on a Friday, and that Friday is also a payroll day. FY2011-12 happens to be that exact scenario, with July 1<sup>st</sup> being a payroll Friday, and June 29, 2012 being a payroll Friday. Employees will still be making their normal salary during the calendar year, it is purely timing of when the expense is reflected with our fiscal year boundaries. The

impact on the budget for FY2011-12 is approximately \$450,000. The last time the City had a 27<sup>th</sup> pay was FY1999-2000. The FY2012-13 budget will return to the normal 26 pay cycles.

**4. TIF** – FY2011-12 revenues and expenses from the TIF program reflect normal operations of the City's TIF rebate program and debt service needs for TIF supported debt issuances.

**5. Technology** – The City Council's strategic initiative involving the use of technology to enhance service delivery will continue to be implemented in FY2011-12. Key technology purchases for the year include the acquisition of replacement computers in Police, Library, and other departments as the need arises; three GIS computers for Engineering, and a computer in Human Resources for the part-time position. A replacement printer for the Police administrative area, with additional printers to be purchased for the City as necessary. A server will be replaced in the Library, and Technology will replace a Police file server and a City-wide server. Funding has also been allocated for the continued use of the ReservePartner system for Recreation and the Pool for program registration and to accept credit cards. Technology will continue the security update with the use of the IronPort device. Significant annual investments are allocated for software support, network maintenance, cataloging, warranty renewals, and AV maintenance. As described under the Technology department, the separate Technology Fund will provide for one-time capital items with City-wide benefits in FY2011-12.

**6. Infrastructure** – The recommended FY2011-12 budget will finance several important infrastructure projects, enhancements, and on-going maintenance. In Roadway Maintenance, the annual asphalt and concrete repair programs will be continued, as well as the annual concrete pavement rehabilitation program as identified in the approved Capital Improvements Program (CIP). Additionally, the third of five payments will be made to the Metro Waste Authority for the new salt storage building, and represents the City's portion of the construction costs for the facility. In Sanitary Sewer, additional sewer lines will be televised and the enhanced sewer repair and manhole rehabilitation program will be continued. Storm Sewer lines will also be televised, and the stormwater improvements at various locations and in the Greenview Drive area will be undertaken as identified in the approved CIP. Parks will continue its program to provide annual improvements at various locations to the bike path system, upgrades to the playground system, and will provide for the construction of a playcourt in South Karen Acres Park. Parks will also continue its reforestation efforts, including the Tree Board's FY2011-12 project at Bestland Park, and continue the annual landscaping at Walnut Creek Regional Park as identified in the approved CIP. The budget also provides for building maintenance, either through service contracts or through Parks staff. In General Support, the debt service for the Police Station Expansion, Engineering/Community Development Office Building and Administrative Office Building projects will be funded.

**7. Economic Development** – The Economic Development activity provides funding for business expansions and relocations in Urbandale. Included in the City Council's strategic objectives, a significant increase in funding was incorporated into the FY2010-11 budget and continues for 2011-12. In the fall of 2009, the Mayor formed an Economic Development Task force to examine options that the City could pursue to enhance these efforts. As part of

this review, an outside consultant was used to assist this group. As a result of the work of the task force, a recommendation was forwarded to the city council to engage in an active partnership with the Urbandale Development Association to enhance the city's economic development activity. In the fall of 2010, the UDA contracted for services with an economic development professional to assist the City in this strategic activity. The budget also recognizes and provides funding for existing economic development relationships, but at a reduced level. As the City's overall efforts increase, it is anticipated that outside financial support of the effort will increase. Regardless of the outcome of the current efforts, the City is positioning itself for a long term commitment to this effort.

**8. Storm Water Utility** - Beginning on July 1, 2010, the city implemented a Storm Water Utility to help fund storm water management related expenses and be operated as a self-supporting enterprise fund. This fund will be supported solely by user fees, not property taxes. The rate was established at \$1.50 per ERU (Equivalent Residential Unit), which is a measurement of the anticipated storm water run off from the property. One ERU is assigned to each residential property and non residential property is assigned ERU's based upon a formula that factor in square footage and other imperious surfaces. The operating budget does include revenue from the storm water utility in FY2011-12, as projected in the long range financial model. The City of Urbandale is currently the lowest rate of cities that have implemented such a fee. The fee is programmed to increase by \$.25 per ERU on July 1, 2011 and by an additional \$.25 on July 1, 2012.

The recommended FY2011-12 budget contains an increase of \$2,121,495 (5.4%) in expenditures over the FY2010-11 adopted budget. Of this total, operating expenses, net of transfers will be increased by \$1,218,254 (4.4%). This increase does take into account the 27<sup>th</sup> pay cycle that is impacting the FY2011-12 budget. The recommended expenditures for FY2011-12 will not require an increase in the City's general property tax levy rate. Incorporated into last year's review and evaluation, an increase of \$0.10 in the debt service levy was approved. Under the recommended FY2011-12 budget, the general tax levy rate will remain at \$7.17, the debt service levy rate will increase \$0.10 to \$2.15, and the Police & Fire Retirement levy will increase from \$0.10 to \$0.20. This levy is available to City's to fund the employer's share of pension contributions to the Chapter 411 Municipal Fire & Police Retirement System and is not only related to the City's action to add additional full time staff to the City's Fire and EMS operation, but in direct response to the significant increase in employer contributions to fund the 411 system. To ensure that funds were available to accomplish Council's strategic priority of fully staffing Fire/EMS, it was necessary to implement the public safety retirement levy in 2010-11. The current recommended rate of \$0.20 will fund the City's contribution for all fire and EMS personnel and 14% of police personnel pension costs for FY2011-12. While immaterial in total dollars (\$8,689), the ag land levy rate will remain at the statutory limit of \$3.00375 based on Council's prior guidance. The City's combined tax levy rate will be \$9.52/\$1,000 of valuation.

The recommended operating budget contains financial projections for the 2011-12 and 2012-13 fiscal years. The two-year budget format was approved by the City Council in 1981 and continues to be a useful tool in the City's financial planning efforts. It should be noted that FY2012-13 operating expenditures are anticipated to increase by \$624,033 (1.9%).

The FY2011-12 budget document follows the same format that was established in FY2003-04. The budget includes Goals and Performance Objectives, Budget Summaries and Budget Notes for each activity. The Budget Summaries contain actual expenditure amounts for FY2009-10, estimated expenditure levels for FY2010-11, recommended expenditures for FY2011-12 and estimated expenditures for FY2012-13. This section of the budget also includes revenue information for each activity. Each Budget Summary identifies fees, grants and other revenues attributable to the activity and uses this information to calculate a net property tax support for the activity. Additionally, descriptions of the most significant factors influencing the recommended budget are included. Finally, expenditure trends anticipated to influence future budgets are noted in this section.

Once again, the budget document contains the Goals and Performance Objectives section for each activity. The activity's primary goal and performance objectives are identified and workload, efficiency and outcome measures are included, where appropriate. This performance information should allow the City Council to better understand the impact of its budget decisions.

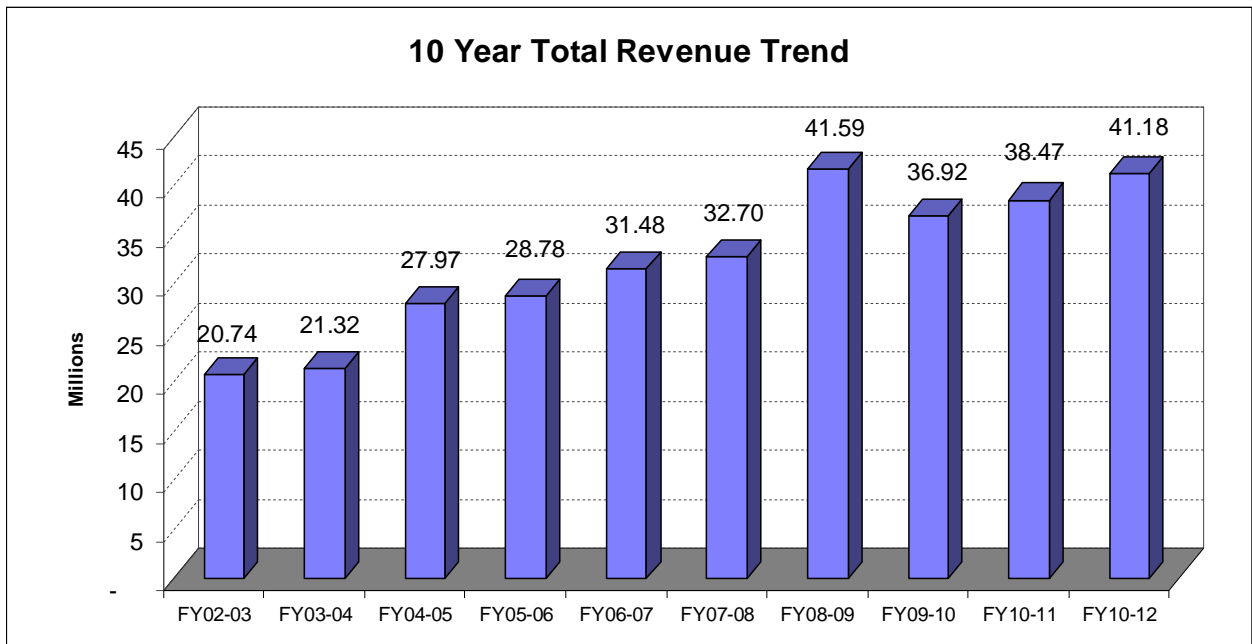
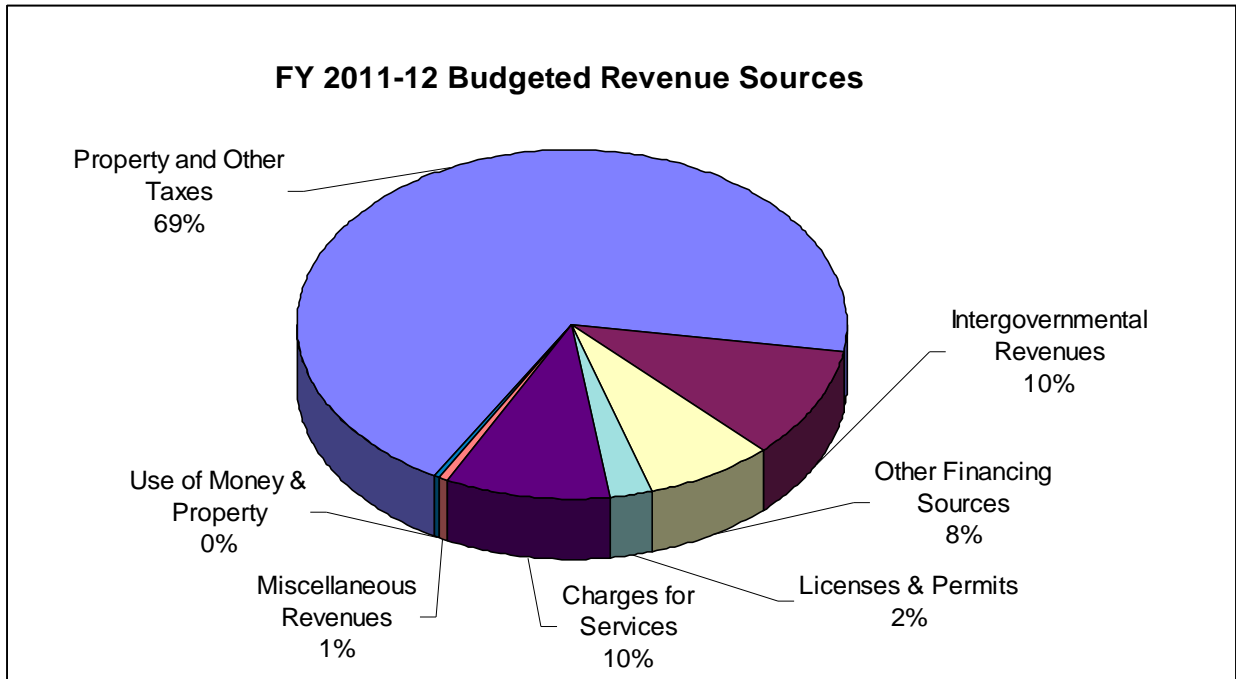
The remainder of this letter will provide additional information regarding the City's estimated revenues and expenditures for the 2011-12 fiscal year. It is hoped that this information will provide the City Council with a more complete picture of the City's financial position resulting from the operating budget.

### **Revenue**

The recommended 2011-12 fiscal year budget anticipates a total revenue increase of \$2,715,768 (7.1%) over the FY2010-11 adopted budget. The total revenue for the 2011-12 fiscal year will be \$41,182,844. This revenue level represents a decrease of \$792,474 (1.9%) from the FY2010-11 revised budget estimate. The following table summarizes the City's FY2010-11 and FY2011-12 revenue by funding source:

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The following charts graphically depict the sources of revenue for FY2011-12 and the revenue trends for the last ten years.



As noted above, total City revenues have increased from \$20,738,467 in FY2002-03 to \$41,182,844 in FY2011-12. During this period, total revenues averaged an annual increase of 7.02% with most of the growth in revenues occurring in the Property Tax, Charges for Services and Other Financing Sources categories.

Single-family residential construction began to rebound in calendar 2010, rising from a low of 105 units in 2008 and 111 units in 2009 to 148 units in 2010, while remaining below the long-term mean of 227 units/year. There had been an abnormally high inventory of new, unsold homes from the “boom” years, but that inventory was mostly liquidated by the end of 2009. Vacant lot inventories have declined to customary levels, resulting in a gradual resumption of subdivision development. Also, a number of long-time Urbandale builders resumed construction of new homes in 2010, after sitting on the sidelines for several years. The Federal stimulus program had limited affect on Urbandale construction, since it was aimed at a market segment that is below Urbandale’s traditional markets. Overall, the City’s growth in taxable valuation has averaged 4.13% for the past four years, 5.99% growth over the past 10 years and for FY2010-11 valuation growth is at 1.88%.

The State imposed rollback on residential property values will increase for the upcoming year, which has a positive impact on the City’s property tax receipts. The residential rollback will increase from 46.9094% to 48.5299%. Under the new residential rollback provision, 48.5299% of a residential property’s value will be subject to taxation. It should be noted that the rollback for a commercial property will remain at 100% in FY2011-12. This change in the residential rollback and continued stabilization in the commercial rollback will result in a net valuation increase of approximately \$46.2 million during FY2011-12. While the past 3 years have seen an increasing rollback on residential, which is a positive for the City, over the past fifteen years, it is estimated that the City has lost \$125.47 million in valuation due to changes in the State’s rollback provisions. This loss represents approximately 4.8% of the City’s current taxable valuation. Since most of the rollback benefits have accrued to residential property owners, there has been a shift in the property tax burden to commercial and industrial properties during this period. Obviously, such a shift in the property tax burden has been counter productive to the City’s economic development efforts.

In 1998, the State’s method for the valuation of electric utilities was significantly modified by the Iowa Legislature. Under the formula, utility properties are valued differently than other commercial properties. The formula bases the utility’s value on energy consumption within the community, not on its value in relation to other commercial properties. This revised approach was adopted in anticipation of the deregulation of energy utilities. Under the current methodology, the City’s utility valuation will be \$63,073,615 for FY2011-12, representing a \$3,858,321 (6.5%) increase from the previous year. The City’s FY2011-12 property tax receipts from utilities will again reflect the actual property valuation.

The FY2010-11 revised operating budget anticipates an addition of \$337,428 to the General Fund balance as a result in Federal SAFER grant revenues being received for year #1 of a 2 year grant. The City Council’s financial goals dictate that the General Fund balance is to be maintained at 18% of budgeted operating expenditures, excluding capital expenditures, TIF and CEBA loan activity. At the end of FY2010-11, it is estimated that the General Fund balance will be \$8,922,324, representing 41.1% of General Fund expenditures. This level of fund balance can be primarily attributed to the anticipated receipt of \$262,000 during the current fiscal year. With the addition of 10 Fire/EMS staff, 6 of which are being 100% funded through the grant for 2 years, it is being recommended to allow the excess grant funding to roll back into the General Fund balance to help absorb the future impact of these 6 staff becoming funded by the City’s General Fund in FY12-13. The FY2011-12 budget also

anticipates an addition to the general fund balance of \$317,966, again due to \$475,800 in SAFER grant funds to be received. At the end of FY2011-12, it is estimated that the General Fund balance will represent 41.4% of annual operating expenses.

In order to fund the expenditures contained in the recommended FY2011-12 budget, the general property tax levy rate will remain at \$7.17/\$1,000 of valuation. The debt service tax levy rate will be increased to \$2.15/\$1,000 of valuation, as programmed in the Capital Improvements Program. The Police and Fire Retirement tax levy rate will be increased to \$0.20/\$1,000 of valuation. Due to increases in valuation and above noted rate increases, the proposed cumulative tax levy rate of \$9.52 will generate an additional \$912,674 (4.3%) in property tax revenues when compared to FY2010-11.

For comparison purposes, the following table depicts the City's property tax levy rates since FY2005-06:

**Property Tax Levies Per One Thousand Dollars of Valuation**

	<u>FY05-06</u>	<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>	<u>FY09-10</u>	<u>FY10-11</u>	<u>FY11-12</u>
General	\$ 7.02	\$ 7.02	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17	\$ 7.17
Debt Service	\$ 2.05	\$ 2.05	\$ 2.05	\$ 2.05	\$ 2.05	\$ 2.05	\$ 2.15
Police & Fire Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 0.10	\$ 0.20
Total	\$ 9.07	\$ 9.07	\$ 9.22	\$ 9.22	\$ 9.22	\$ 9.32	\$ 9.52
Ag Land	\$ 2.02	\$ 1.84	\$ 1.81	\$ 1.71	\$ 1.84	\$ 3.00	\$ 3.00

An Urbandale house valued at \$100,000 will pay approximately \$462 in gross property taxes to the City as a result of the recommended FY2011-12 budget. This property tax bill represents an increase of approximately \$25 (5.6%) from FY2010-11. A similarly valued home in FY2010-11 would have paid approximately \$437 in gross City property taxes. This increase in taxes can be attributed to the residential rollback for FY2011-12 and the additional \$0.20 levy rate. Under the new residential rollback provision, 48.5299% of a residential property's value will be subject to taxation. In FY2010-11, the residential rollback was 46.9094%. As a point of reference, the property tax bill for a \$100,000 home would be lower in FY2011-12 than it was in FY2001-02. During that ten-year period, this home's gross City property tax bill would have dropped from \$504 to \$462, representing a decrease of \$42 (8.3%).

The commercial rollback for FY2011-12 remains at 100%. Thus, an Urbandale business valued at \$100,000 will pay approximately \$952 in property taxes to the City as a result of the recommended FY2011-12 budget. This property tax bill represents an increase of approximately \$20 (2.1%) from FY2010-11. A similarly valued business in FY2010-11 would have paid approximately \$932 in City property taxes.

During the past few years, the Iowa Legislature has considered a number of proposals for the reform of the property tax system. A two-year study committee finished its work in 2008. The Committee's recommendations did not specifically address the residential rollback or commercial property. The broad reaching recommendations included the need for revenue

diversification and alternative revenue options. Revenue diversification would require 75% of new revenue generated to be applied to reduce property taxes and of that 75%, two-thirds would be used to reduce commercial property taxes. Nine alternative revenue recommendations included franchise fee language, hotel/motel tax increases, local option income surtax, an entertainment tax, local option cigarette/tobacco tax, real estate transfer fee, false alarm fee, development impact fee and payments in lieu of taxes (PILOTS).

Some of the recommendations have been translated into law, most notably the ability of cities to enact a franchise fee on gas and electric utility service. Several cities in the metro area have adopted the franchise fee, and Urbandale elected officials have examined the structure of how such a fee would work. At this time, no such fee for the City is planned. Discussion continues at the State legislature as to what if any changes will occur with the commercial property tax rate. One proposal would reduce the rate by 40% over the next five years, which would have a significant impact on City revenues. The City will continue to monitor these discussions and gage how any changes would affect the City's revenues. If changes do occur and the City Council is unable to raise revenue from other sources, services will be dramatically affected.

The Governor signed the TIME-21 legislation on April 22, 2008. TIME-21 was enacted to address the funding shortfalls in the Road Use Tax Fund by increasing new title and registration fees on vehicles, trailers and trucks. The fund is anticipated to raise approximately \$128 million annually by 2012. Because fees on existing titles and registrations will not be increased, the amount in the fund would grow gradually to the \$128 million amount. The TIME-21 increases are included in the FY2011-12 budget and the Mayor, City Council and staff should continue to monitor the new revenues within the long range financial model.

Proceeds from the Hotel/Motel tax, are expected to increase slightly by \$13,234 (2.1%) during FY2011-12. This increase can be primarily attributed to the slow turn around of the economy, which impacts travel and hotel stays. The FY2011-12 budget also reflects an administrative change in how the Hotel Motel taxes flow through the City's books. Prior budgets have reflected the net activity, but in practice, the gross Hotel Motel tax receipts go through the H/M Fund, then transfer out to the General fund. This change is makes this budget document reflect the same as what is submitted to the State.

Although not evident from end-of-year FY2009-10 data, FY 2009-10 saw a gradual recovery in the housing sector that was masked by low production throughout Calendar 2009. The housing recovery continued through all of Calendar 2010, and was complimented by a slow recovery in nonresidential construction. Although both remain below historic norms, the upward trend is expected to carry through FY2011-12 and produce a \$111,148 (12.3%) increase in Licenses and Permits revenue.

The Federal Reserve's continued low interest rates will cause the yield on the City's investments to remain low in FY2011-12. The City will be continuing to receive interest subsidy payments into the Debt Service Fund related to the 2009 Build America Bonds that were issued. This type of debt instrument has a 35% Federal subsidy of total interest on the debt, which will amount to \$74,025 in FY2011-12. Not including the subsidy payment, it is

estimated that earnings from the City's investments will increase by \$10,000 (26.3%) during the fiscal year.

Most of the City's road maintenance activities are financed from the state's Road Use Tax. Receipts from the Road Use Tax are distributed to municipalities on a per capita basis. As noted above, the Road Use Tax will be supplemented with the passage of the TIME-21 legislation, but the slow economy and corresponding reduction in consumer gasoline consumption has minimized the growth of Road Use tax revenues to cities. The FY2011-12 budget for the Road Use fund includes the additional TIME-21 revenues, as well as anticipates that Road Use tax revenues will grow based on new 2010 census numbers. The FY2011-12 budget programmed an increase in the Road Use tax revenues of \$297,256 (9.37%), but an offsetting decrease from I-Jobs funding received in FY09-10 and FY10-11 will lower the overall Road Use Fund revenue to \$3,471,000 (increase of 3.16%).

Another factor that affects the Road Use Fund is the shift of expenses from the Street Cleaning department to the new Storm Water Utility fund. Street Cleaning was previously funded by the Road Use Fund. Overall, the Road Use Fund is expected to increase fund balance by \$333,950 for FY2010-11 and by \$364,794 in FY2011-12.

Increased solid waste collection fees and new storm water user fees are primarily responsible for the \$254,926 (6.8%) rise in the Charges for Services revenue category. The monthly solid waste collection fee rose to a total of \$10 in July 2009. Additional increases of \$1 per month will be implemented on July 2011 (FY2011-12) and July 2013 (FY2013-14). These fee increases are designed to make the solid waste collection program less reliant on property tax support. The City implemented a Storm Water Utility fee effective July 1, 2010 (FY2010-11). The fee will cover cost associated with required storm water monitoring and mitigation activities of the City. The fees will also provide funding for storm water capital projects. The fee for residential property owners was set at \$1.50 per month for FY2010-11 and will increase \$.25 per year for FY2011-12 and FY2012-13. Fees for commercial and industrial properties will be individually calculated based upon their impermeable surface

The City's other financing revenue category reflects primarily the transfer of TIF funds to the Debt Service fund. These funds are used to satisfy the annual debt service on TIF related projects. There are no significant changes anticipated in the City's miscellaneous revenue in FY2011-12.

It should be noted that the FY2011-12 operating revenues are anticipated to be \$2,715,768 (7.1%) greater than those budgeted in the 2010-11 fiscal year. Increases in property tax receipts, building permits, storm water user fees, solid waste collection fees, and Federal SAFER grant funding are the major sources of the increase. Many of the City's other revenue categories are anticipated to experience minimal growth during the year.

### **Expenditures**

The recommended FY2011-12 budget projects expenditures of \$40,884,321, representing a \$2,121,495 (5.4%) increase from the current adopted budget. The FY10-11 revised expenditures are \$2,967,177 (7.7%) higher than the FY10-11 adopted budget due to an

increase in salaries for the 6 additional Fire/EMS staff hired under the SAFER grant, but primarily due to the unbudgeted debt service refunding of 2 bonds in October 2010 (nearly \$3 million). The positive aspect of both these overages is that both have a fully offsetting revenue source (federal grant and bond proceeds) which will be amended for in March 2011. Given the overages expected in FY2010-11, the proposed expenditures for FY2011-12 actually represent a decrease of \$845,682 (2.0%) from the revised 2010-11 budget.

The recommended budget will fund wage increases for the City's union and non-union employees. Under the approved agreements with the Laborers union and with the Police union, wages will increase by 3.25% in FY2011-12, not including steps. The Fire union will receive a 2% increase in FY2011-12, also not including steps. The City's non-union employees will receive a 3.0% wage increase in FY2011-12. While non-union employees do not have a step system like the various unions do, the compensation levels for the City's non-union employees will be determined by the merit pay system. This system will reward employees for high performance and the accomplishment of specific goals. Based on a recent survey of metro cities, Urbandale continues to have one of the lowest per capita ratio of employees providing services to residents.

As noted earlier in this letter, a significant factor in the FY2011-12 budget is the additional pay cycle that will be reflected. The 27<sup>th</sup> pay period, which only occurs once every 12 years, represents approximately \$450,000 in expense. Fortunately, due to changes made in employee contributions for health insurance, coupled with low health insurance claims this year, the group insurance contributions were able to be significantly lowered for the FY2011-12 budget. The costs for the 27<sup>th</sup> pay cycle were fully offset by the reduction of the group insurance contributions. The FY2012-13 budget will return to the normal 26 pay cycles, which is why the increase in that year appears significantly smaller than the FY2011-12 recommendation.

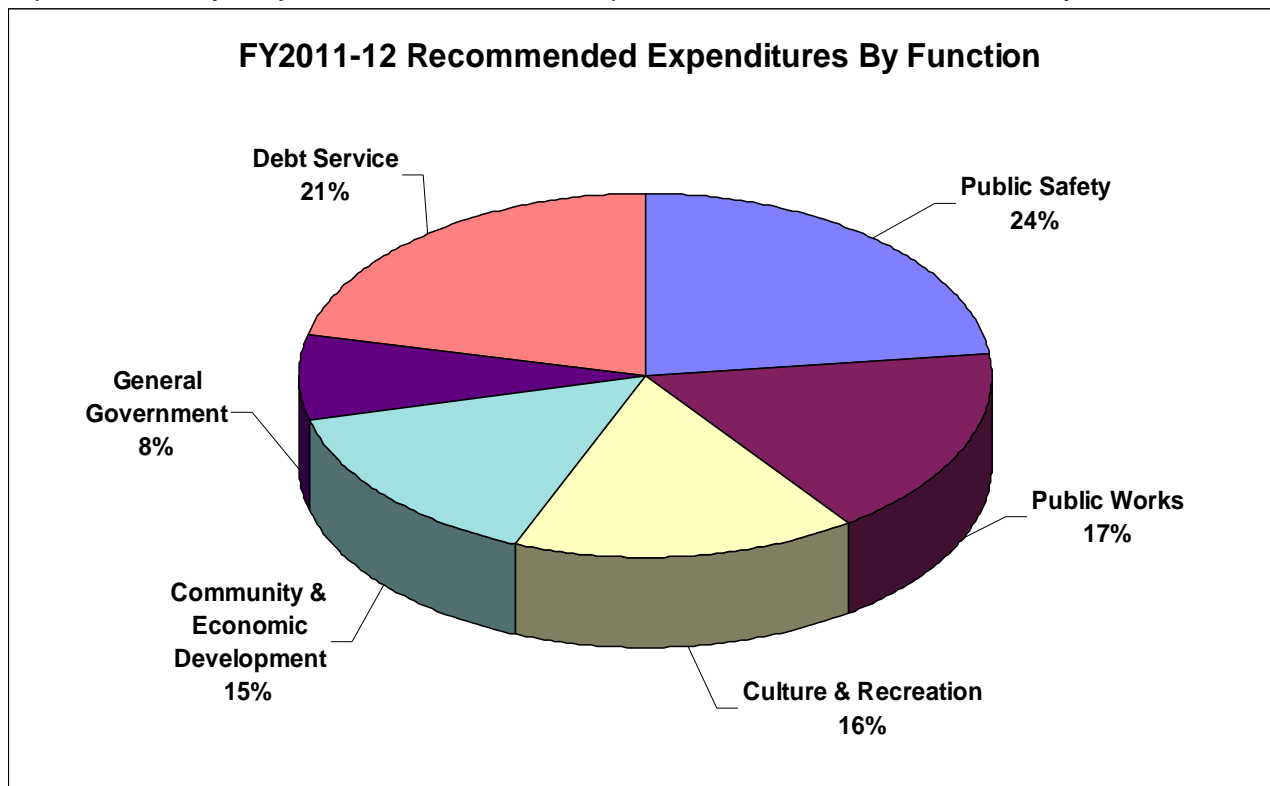
The combined effect of all the personnel cost changes outlined above, resulted in a recommended \$605,259 total increase for all personnel-related expenditures for the FY2011-12 budget. This represents a 3.8% increase over FY2010-11 adopted budget, or 3.2% increase over the FY2010-11 revised budget, which as mentioned reflects the additional 6 Fire/EMS staff.

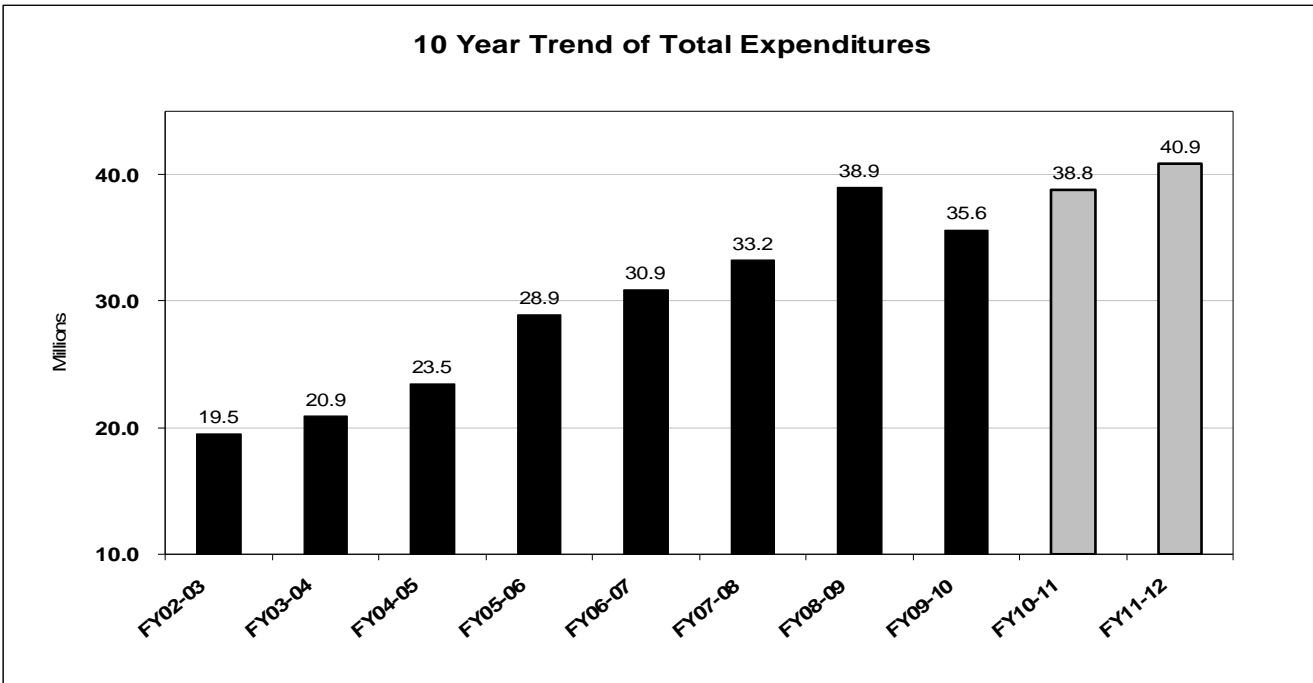
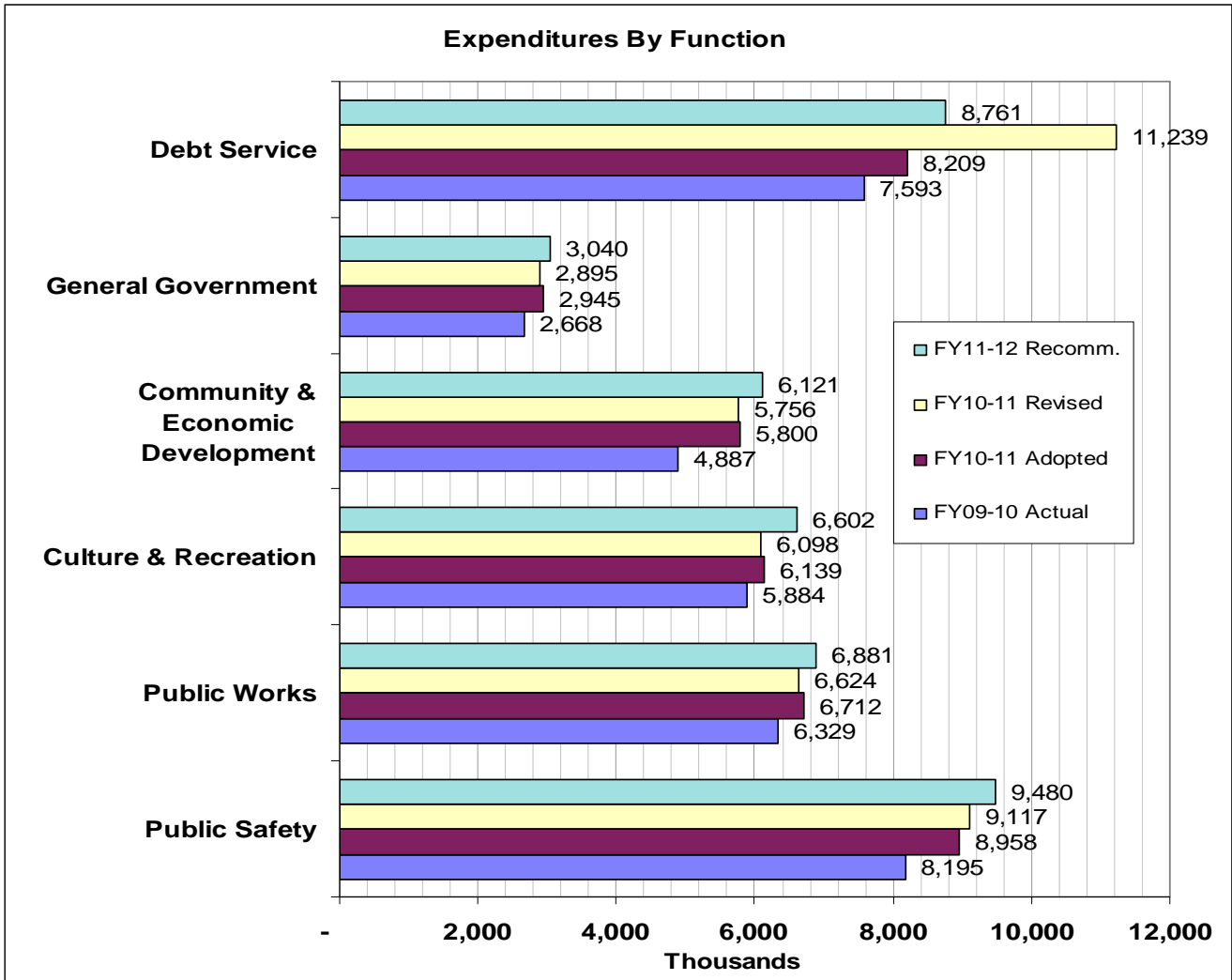
In September 2010, the City began the process to seek insurance market quotes for property and casualty insurance, and workers compensation insurance for FY 2011-12. This quoting process will enable the City to evaluate either continuing in FY 2011-12 with the current providers of Iowa Communities Assurance Pool (ICAP) and Iowa Municipalities Workers Compensation Association (IMWCA), or converting to other providers for these coverages. ICAP currently provides the City with property and casualty insurance coverage through a combination of traditional insurance and a risk pooling arrangement with other cities and counties in Iowa. The City's comprehensive general liability, automobile, police, public officials liability and property coverages are provided by the Pool. The City's workers compensation coverage is currently provided by IMWCA, another public sector insurance pool. The last time the City went to market for property and casualty insurance and workers compensation insurance was in preparation for the FY2006-07 budget.

It should be noted that an internal service fund was created to finance property and casualty insurance expenditures when the City joined ICAP. This fund was originally established at a level of \$75,000 and had reached a level of \$600,885 by the start of FY2010-11. The fund is used to finance any future premium increases, special assessments levied by the pools or losses experienced through an increase in deductibles. This fund could also be used to purchase a “tail” policy for the City’s liability, automobile, police, property and public officials liability coverages, if pool membership should be discontinued. A “tail” policy would provide the City with coverage for outstanding claims from the date of withdrawal. In order to maintain the financial integrity of this fund, contributions from the operating budget will remain steady from FY2010-11 and FY2011-12.

The FY2011-12 operating budget assumes that fuel prices will rise over current levels, but the budgeted number still reflects a slightly lower estimate than FY2010-11 adopted. In order to address overall ongoing trend of higher fuel prices, fuel conservation efforts are being expanded by the City’s fleet operating departments. The departments will continue to review the specifications for all new vehicles, encourage the greater use of alternative fuels, recommend changes in employee driving habits and analyze the effectiveness of hybrid and E85 vehicles. It is anticipated that natural gas prices will continue to increase during the upcoming fiscal year, but that electric prices will remain stable. It is projected that the City’s utility costs will increase by 0.6% during FY2011-12.

Many of the above mentioned factors helped to shape the recommended operating budget for 2011-12. The following charts graphically depict the FY2011-12 recommended expenditures by major functions and the expenditure trends for the last ten years:





As noted above, total expenditures have increased from \$19,481,332 in FY2002-03 to \$40,884,321 in FY2011-12. During this time, expenditure levels have increased by approximately 7.53% annually.

The remainder of this section will be devoted to an expenditure summary by activity. The summary will highlight the major initiatives in each of the activities.

**Police** – Overall, the Police departmental budget will decrease by \$174,434 (2.72%), while retaining current staffing levels at 47 sworn Officers and 4 civilians. The significant decrease in the Group Insurance cost is partially offset by increases in Overtime and the Chapter 411 pension. The overtime expenses are delineated for the first time in the FY2011-12 budget to show how those overtime dollars are allocated. The increase in the Chapter 411 pension is for the City's contribution to the Municipal Fire and Police Retirement System of Iowa (MFPRSI), of which \$109,000 is being covered by the 411 tax levy for the FY2011-12 budget. Wages will increase by 3.25% for Police Union staff and by 3% for non-union.

Contributions to outside agencies will also decrease in FY2011-12 while continuing to maintain vital support for these agencies: Westcom, the Urbandale Restorative Justice Program, the Regional Homeland Security Program and Polk County Crime Stoppers. Westcom will continue to allow the cities of Clive, Urbandale and West Des Moines to share the staff and equipment costs for an advanced dispatch and radio system. The Homeland Security Program will provide bomb squad, emergency response team and terrorism related intelligence services for central Iowa, based on the regional agreement that will expire at the end of FY2012-13. The Restorative Justice Program will offer juvenile offenders an alternative to the regular court system for certain first time crimes. In addition, since FY2009-10, the Police have managed the annual public bow hunt for antlerless deer and will contribute funding in FY2011-12 for the annual State aerial survey in Polk County to estimate the deer population.

Other notable expenditures for FY2011-12 include the replacement five desktop computers, the purchase of two evidence control computers, and the purchase of a bar code scanner and signature pad for the holding cell and Patrol. In FY2010-11, the Police Department began the three year process to obtain national accreditation certification through the CALEA organization. CALEA is the acronym for the Commission on Accreditation for Law Enforcement Agencies, which was created in 1979 as a credentialing authority. The purpose of the accreditation program is to improve the delivery of public safety services. It should be noted that the Urbandale Police Department was the only Iowa department in FY2010-11 to win national recognition for its "National Night Out" event held on August 3, 2010; the department's FY2011-12 event is scheduled for August 2, 2011. Spring of 2010 also saw the Urbandale Police Reserve Unit honored as the Unit of the Year by the Iowa State Reserve Law Officer's Association.

**Fire/EMS** – Beginning in FY2011-12, the Fire and EMS budgets will be combined into one department, since personnel provides both services from the City's two fire stations. The current staffing level will remain at 28, which consists of 18 union Fire Fighters/Paramedics, 6 non-union supervisors, 3 non-union administrative command staff, and 1 non-union

administrative staff. In FY2010-11, the City received a SAFER (Staffing for Adequate Fire and Emergency Response) grant which added six full-time Firefighter/Paramedic positions, in addition to the four full-time Firefighter/Paramedic positions included in the FY2010-11 budget. As a result of the ten positions added in FY2010-11, the department will be able to staff one ambulance and one engine at both fire stations, since each station will have five firefighters on a 24-hour basis when all training is completed in early FY2011-12. Full-time staffing continues to be supplemented by part-time and paid-on-call staffing with one of the five positions per station being filled with part-time or paid-on-call personnel. Salaries and associated benefits will increase in FY2011-12, reflecting the staffing increase in FY2010-11. The uniformed Fire/EMS staff is also included in the MFPRSI retirement system, with 100% of the Fire/EMS employer contribution being covered by the 411 tax levy. The FY2011-12 budget includes an hourly rate increase of 50 cents for the part-time and paid-on-call staff.

**Emergency Preparedness** – The FY2011-12 budget reflects an increase of \$32,325 for planned upgrades to VHF equipment for all sirens and VHF radios. This upgrade will allow the sirens to meet the new Federal mandate for narrow-banding of all VHF radio frequencies. The City will continue to allocate funding for the Polk County Emergency Management Agency to coordinate regional planning for disaster mitigation, and siren repairs.

**Animal Control** –Beginning April 1, 2011 and continuing in FY2011-12, the City will participate in an Animal Control service agreement with the City of West Des Moines to obtain animal control services for \$19,000. This agreement will decrease expenses by a net of \$10,470 in lieu of Urbandale renewing its private contract, and paying for animal clinic fees, shelter utilities, and feed and other shelter supplies. It is anticipated that new Animal Control service agreement will improve customer service and animal welfare. Future goals will focus on improving facilities, service delivery and licensing compliance. With this change, the city will enhance its overall level of service to residents and at the same time continue to participate in regional efforts to deliver services in a more effective and efficient manner.

**Roadway Maintenance** – Based on the findings of the 2010 Street Management Report, the City must invest a minimum of \$1.46 million annually in the repair, reconstruction and upgrading of the City's street system in order to maintain its current condition. The operating budget funds a portion of this effort, including an aggressive concrete and asphalt patching program by City crews. Additionally, funds are allocated for a contractual concrete repair program and for the resurfacing on 86<sup>th</sup> Street, Douglas Avenue to Interstate 35/80 and 109<sup>th</sup> Street from Douglas Avenue to Aurora Avenue. Additionally, \$498.9 in general obligation bond proceeds will also be needed to fully fund this project. The FY2011-12 budget includes the third of five annual payments to the MWA for the City's portion of the regional salt storage facility. The Roadway budget also provides funding for an on-site brine tank, an additional de-icing unit, and 2 solar powered message boards.

**Street Lighting** – This budget funds the electrical costs for the City's street lighting and streetscape lighting systems. It is anticipated that the energy costs for these systems will increase in FY2011-12 due to additional street lights added to the arterial streets and an

estimated increase in utilities. During the year, staff will continue its analysis of LED street lights, in an effort to potentially reduce the City's energy costs.

**Traffic Safety** – In 2007, the City finished converting all of the red and green traffic signal bulbs and the pedestrian signal bulbs to LED lights. Although the initial LED lights were more expensive than the traditional incandescent bulb, the LED light uses less energy. The resulting cost savings has allowed the City to recoup the installation costs in three years or less. It is estimated that the LED conversion has reduced the City's energy and maintenance costs by \$35,000 - \$40,000 annually. This budget provides for the maintenance and electric service for approximately 55 traffic signals, includes \$2,500 to replace red LED lights. Additionally, it provides for street painting materials, and in FY2011-12 will replace a walk behind paint machine used to stripe City parking lots and special areas.

**Engineering Services** – Engineering Services provides design and inspection services for many of the City's capital improvement projects. Additionally, it provides for the inspection of the public improvements constructed by private developers. In FY2011-12, the Engineering Services staff will continue to conduct a number of safety and speed studies throughout the City.

**Solid Waste Collection** – In 2000, the City initiated an automated solid waste collection system, staffed by three operators assigned to collect solid waste from 8,900 homes. In FY2011-12, four operators will collect solid waste from approximately 13,250 homes; and the other two operators will collect yard waste and assist with the Roadway activities. In July, 2009, Urbandale participated in the MWA's implementation of a "single stream" bi-weekly container based recycling collection program for households. The MWA provides the roll-out recycling containers, and the City earns revenue from the recycled materials, as was previously earned through the MWA curb side recycling program. New containers will be purchased for the solid waste and premium yard waste collection programs. It is anticipated that the number of households participating in the premium yard waste program will grow from approximately 1,450 to approximately 1,600.

**Sanitary Sewer** – For the past several years, the Sanitary Sewer budget has financed a comprehensive sewer line spot and slip line repair program. The locations for these repairs are identified through television surveys of the sewer system. The slip lining program has addressed a number of deficient lines, and resolved extensive root and infiltration problems. In FY2011-12, it is estimated that at least 350,000 linear feet of sewer lines will be cleaned and 200 manholes will be inspected. Additionally, approximately 25,000 linear feet of sanitary sewer line would be televised during the year. It should be noted that most of the cost for this activity is borne by the Urbandale Sanitary Sewer District and the Urbandale / Windsor Heights Sanitary District. In FY2011-12, the net increase in the budget is a result of personnel costs, sewer line televising costs, and decreases in other expenses.

**Stormwater Utility Fund** – The FY2010-11 budget provided for the creation of a Stormwater Utility Fund to fund storm water activities. There were no new expenses related to the creation of the Stormwater Utility Fund. Previously the activity was funded by the Storm Sewer, Street Cleaning and Engineering and Public Works Administration department

budgets, and accordingly, the budgets for each of these respective departments were reduced by the amount of storm water activity previously accounted for in that division. The FY2011-12 budget will increase the allocation from \$50,000 to \$80,000 for the stormwater improvement program. The improvements planned in FY2011-12 will be the fourth year to address the recommendations of the 2007 Storm Sewer and Drainage Management Plan, and include culvert clearing, channel restoration, footing and rip rap installation, and storm sewer outlet protection.

**Engineering and Public Works Administration** – In order to better utilize the City's GIS database and to expand GIS applications, three replacement GIS computers will be purchased in FY2011-12. Additionally, an additional toughbook computer will be purchased for use in the department's field operations. The FY2011-12 budget would increase the streetscape banner pole parts and new banners from \$3,000 to \$13,000.

**Library** – The FY2011-12 budget continues to emphasize technology upgrades, database acquisitions, building maintenance and improvements, and material acquisitions. Six replacement computers will be purchased for public Internet access, and \$185,000 is allocated to acquire print and non-print materials, and periodicals for the Library's patrons.

**Parks** – With the addition of over 200 acres of parkland since 2005, the maintenance responsibilities of the Parks and Recreation Department have greatly expanded. Seasonal laborers (9) employed from April through November will continue to be responsible for the maintenance of playgrounds and other park facilities, and for horticultural plantings at the City's buildings, fountains, and park entrances. Contractual mowing, which began with the 2003 season, will be continued under the third/final year of a contract based on mowing zones. Park improvements scheduled for the year include planting of trees in Bestland Park as a Tree Board project; landscaping in the Walnut Creek Regional Park; the construction of neighborhood park signs; the resurfacing of several bike trails in the park system; playground improvements, and the installation of a playcourt at South Karen Acres Park. The recommended FY2011-12 budget would reinstate the Mosquito Control program, for ground fogging services, at an estimated cost \$10,000. New initiatives for FY2011-12 include purchasing a solar powered trash compactor for the park system.

**Grounds Maintenance** – This program will provide for the application of herbicide, fertilizer and other materials to the City's public grounds. The mowing of this property will be the responsibility of the City's maintenance contractor.

**Recreation** – It is anticipated that the Recreation/Community Education activity will continue to grow in FY2011-12. Over 550 classes and activities will be offered during the year, with an estimated 6,400 participants. Included in the planned activities will be 72 new program offerings and 30 special events. Recreation will continue to maintain and operate the Wellness Center, which opened in 2006 to serve City employees and their spouses; there are currently 86 center members. A number of other employees are enrolled in the ongoing wellness program which provides education sessions, health screenings and annual wellness challenge. The separate Risk Management Fund provides funding for the City-wide Wellness program's health screenings and incentive program which are related to the employee health insurance program.

**Cemetery** – A columbarium was installed at the McDivitt Grove Cemetery in 2008, and will accommodate the internment of ashes for 48 individuals. Proceeds from the sale of these internment spaces will be used to offset the maintenance costs at the cemetery and will be used towards the purchase of the future columbariums, as needed. The second columbarium was installed in Spring 2010. The maintenance services at the cemetery will continue to be provided by a private contractor.

**Senior Center** - The City's Senior Center program continues to grow, with over 31,000 participants anticipated in FY2011-12. The year round activities provided by the Senior Center to promote social and physical well being include: congregate meals three times a week at a nominal cost; computer lab, classes and seminars, physical fitness, and special off-site trips and events.

**Swimming Pool** – The indoor swimming pool facility was remodeled in June, 2009, and offers swimming lessons, special events, fitness classes, public swim, pool rentals and school district curriculum swim classes. The pool will remain operational through June, 2013.

**Cultural and Convention** – As is the history of this program, this department reflects allocations of Hotel Motel tax revenue to local and metro wide organizations. Under the terms of an intergovernmental agreement, a portion will be allocated to the Convention and Visitors Bureau. Additional Hotel/Motel Tax funds will be earmarked for BRAVO Greater Des Moines, which funds a number of cultural facilities in central Iowa. In 2005, the City Council entered into a formal agreement for the funding of the Iowa Events Center project over a 20 year period, and will allocate \$32,000 for the City's annual funding obligation.

The FY2011-12 budget reflects two major changes that affect this department. First, the Ice Arena (Westover) debt service has been funded by the Hotel Motel Tax since the debt issuance in 2005. In Spring 2011, the Ice Arena is being sold, and the proceeds from that sale will be held to pay off the remaining debt service on this bond until it is callable in June 2014. Given this change, the \$104,025 of Hotel Motel funding which has in the past been transferred into the Debt Service fund, will now revert back to BRAVO. BRAVO had previously allowed the City to net our Westover debt payment against our total allocation to them. While the total amount of funding remains the same, the \$104,025 is now reflected as expenditure for contribution activities instead of a direct allocation to Debt Service Fund.

Secondly, the FY2011-12 budget document now shows gross Hotel Motel activity instead of net activity, which reflects actual practice. Total H/M receipts will flow into the H/M fund, and the General fund allocation will be transferred out. The effect of this change is \$422,500 now showing in the department as a transfer. So while total revenue from Hotel Motel tax will only increase by \$23,915 (2.1%), the net affect of these two changes is an increase of \$467,966 in the FY2011-12 budget.

**Economic Development** – This activity provides for the expenditure of economic development assistance received from the State. The assistance is provided to businesses expanding or relocating in Urbandale. No state-level grant assistance is anticipated for

FY2011-12, but \$167,000 has been allocated in this department to fund the Economic Development Taskforce activities.

**Code Enforcement** – The City’s building permit records will continue to be converted to a digital format in FY2011-12, adding to the initial effort begun in 2008. As a new initiative, the budget allocates \$16,000 for the CDP Parcel Data System, which will enable the department to receive automatic parcel data base updates from Polk County and Dallas County, in lieu of manual entry. City staff will continue to conduct code inspections for private rental housing, since the external inspection contract was not renewed in FY2010-11.

**Community Development** – The contribution to the Metro Home Improvement Program (MHIP) for FY2011-12 increased \$20,000, reflecting the program’s biennial cycle when housing rehabilitation funding is included with the annual administrative costs. The Metro Home Improvement Program consists of 9 member cities and the City of West Des Moines provides the administrative oversight to rehabilitate homes for eligible owners. Urbandale has participated in the MHIP since 2002. The FY2011-12 contribution to the Metropolitan Planning Organization also reflects an increase for its population-based assessment based on the final 2010 Census results of 39,463 persons.

**Tax Increment Financing (TIF)** – The TIF fund provides for the transfer of tax increment revenue from the TIF Special Revenue Fund to the Debt Service fund and for payment of rebates under the City’s property tax abatement program. Rebates will total approximately \$1,895,000 in FY2011-12 and transfers will total \$2,834,414.

**Mayor and City Council** – The Mayor and Council will update its biennial Strategic Plan, and enable citizens to participate in the City’s second ICMA National Citizen Survey. As part of the Hotel Motel tax allocation process, the City received requests from several organizations that do not meet the guidelines for being awarded Hotel Motel tax dollars, as they do not bring in new hotel motel taxes through their events/operations. The City Council has, in the past, evaluated these non-Hotel Motel eligible organizations for funding through General Fund dollars. The FY2011-12 budget reflects those organizations approved for funding by City Council. The organizations include: the Downtown Urbandale Neighborhood Association (DUNA), the Polk County Master Gardeners demonstration garden which is located in a City park, the VFW Post 9668, the American Legion Post 663, the Urbandale Community Action Network (UCAN), and the Urbandale Food Pantry. The UCAN was established in FY2010-11, as a citizen committee to improve the quality of life in Urbandale. UCAN is an umbrella for the Caring Corps, Food Pantry, Leadership Urbandale, and other organizations.

**City Manager** – The City Manager’s Office is responsible for implementing the Mayor’s and City Council’s two year strategic goals, which will be updated in FY2011-12. The budget also provides funding to update the City’s website.

**Finance and Records** – The FY2011-12 budget funds the annual financial audit, the annual arbitrage study to ensure compliance with the Treasury Department’s regulations governing the investment of bond proceeds, the maintenance of the financial and payroll reporting

system updated in 2008, and the required publication of City Council proceedings. The budget increase includes a City Council election in 2011.

**Technology** – The FY2011-12 budget provides for network updates, including the replacement of servers and switches, document imaging, warranty renewals, and maintenance support. The separate Technology Fund provides for one-time capital items with City-wide benefits, which in FY2011-12 will include replacement servers, an upgrade to the Microsoft Office 2010, and a redundant network firewall.

**Human Resources** – This department was established in FY2009-10, and coordinates the recruitment and hiring process for all vacant City positions, including Civil Service positions; develops and implements policies; investigate department specific concerns; and implements programs to increase organizational capacity. The FY2011-12 budget provides for a part-time HR generalist position, with associated computer and professional development funds allocated for the position. The budget also provides for a non-union pay compensation study to be conducted by an external consultant, and includes new training initiatives for City wide core skills training and training videos. The separate General Liability Fund provides funding for the City-wide safety program, which will include the consultant safety officer, safety training conferences, and the employee safety goals program.

**Legal Services** – The Legal Services activity anticipates an increase in the annual retainer for the City Attorney, while maintaining the billable hour at \$95 as approved in FY2010-11. Other legal services funded by this budget include the professional services of bond and labor attorneys. An additional \$8,000 was allocated to this department to handle union negotiations for the two union contracts that expire in FY2011-12.

**General Support** –The General Support activity also funds 100% of the City's property and casualty insurance program. The budget also provides for the debt service payments associated with the Engineering/ Community Development Office Building, Administrative Office Building and Police Station Expansion projects.

**Debt Service** – The Debt Service program anticipates the sale of \$6,610,000, in general obligation bonds for various capital improvement projects during 2011 construction season. These improvements include all 2011 projects identified through the 2011-2016 Capital Improvements Program that was adopted in December 2010. The Debt Service levy will be set at \$2.15/\$1000 in order to fund the City's debt service expenditures.

**Capital Projects** – This section is included in the Budget Summaries tab of this document to capture the activity of the Capital Projects fund. This activity is a reflection of planned expenditures for projects funded through the Capital Improvements Program (CIP), as well as continuation and completion of open projects resulting from prior CIP recommendations.

### **Conclusion**

The City of Urbandale continues to face a number of issues that present both challenges and opportunities in the next several years. As the nation continues to recover from one of the most severe economic recessions in history, there remains a great deal of uncertainty surrounding many of the traditional economic indicators. The housing industry continues to

struggle, however existing inventory in the community has declined, commercial development remains very volatile, credit for business development remains tight, and although unemployment has dropped slightly, it still remains at near record levels. Despite the current economic situation, the public's expectations of maintaining or even expanding service levels continue to grow. During challenging times the character of a community's residents and businesses is brought into focus. Urbandale's strong history of volunteerism and a sense of caring to enthusiastically help others are our community's invaluable assets. The funding of intergovernmental programs will continue to leverage the City's resources with other municipalities, non-profits and faith based groups. The budget does include increased funding for these type of programs. This additional financial commitment was identified in the City Council's strategic priorities review.

The FY2011-12 operating budget was prepared based on the past fiscal year's uncertainty and the coming year's continued economic rebalancing of the American economy. The City's budget balances responsive local government services, especially core city services in public safety and public works, while preserving the City's financial integrity. The FY2011-12 operating budget shows an increase of \$.20 in the property tax levy rate. Current programs, new service requests and core service delivery needs all required a second look to maximize services with diminished revenues.

The FY2011-12 budget provides for the addition of one part-time position in the Human Resources Department, which currently consists of only one full-time position. The part-time position will be a HR generalist to provide technical and administrative support which will enable the Director of Human Resources to pursue City-wide programs and concerns. There will be no other positions added in the City. Other positions included with the 10 Year Staffing Plan were delayed within this budget. New technologies will be employed to enhance staff performance and improve customer service. Necessary improvements to the City's streets, parks, drainage and other public infrastructure will be constructed. The FY2011-12 operating budget also recognizes the need for Library services, recreational activities and open green spaces within the community. Most importantly this budget was prepared with the understanding that as stewards of the community, it should benefit Urbandale's residents and businesses in a fiscally responsible manner.

The preparation of the FY2011-12 operating budget and this document would not have been possible without the support of the City's entire management team. I would like to thank all of the Department Directors for their input and assistance during the budget preparation process. Additionally, I would like to thank Nicci Lamb, Finance Director; Kim Keisler, Assistant Finance Director; Su Zanna K. Prophet, Assistant City Manager; John Konior, Assistant to the City Manager; and Deb Mains, City Clerk, for their diligent efforts in preparing and reviewing this document.



A. J. Johnson  
City Manager



## Table of Contents

	<u>Page</u>
City Manager’s Transmittal Letter.....	1
Table of Contents.....	23
 <u>Budget Summaries</u>	
Revenue Summary .....	25
Expenditure Summary .....	28
Road Use Fund Summary .....	29
Hotel/Motel Fund Summary .....	30
Capital Projects Fund Summary .....	31
Budget Summary .....	32
 <u>Public Safety Function</u>	
Public Safety Summary .....	33
Police .....	35
Fire/EMS .....	47
Emergency Preparedness.....	53
Animal Control.....	57
411 – Police & Fire Retirement Fund .....	61
 <u>Public Works Function</u>	
Public Works Summary .....	65
Roadway Maintenance.....	67
Street Lighting .....	73
Traffic Safety .....	77
Engineering Services .....	81
Street Cleaning .....	85
Solid Waste Collection .....	87
Sanitary Sewer and Wastewater .....	91
Storm Water Utility Fund .....	95
Engineering and Public Works Administration.....	99
 <u>Culture and Recreation Function</u>	
Culture and Recreation Summary .....	105
Library .....	107
Parks .....	115
Grounds Maintenance.....	121
Recreation .....	125

Culture and Recreation Function (continued)

Cemetery Maintenance ..... 131  
Senior Center ..... 135  
Swimming Pool ..... 139  
Cultural and Convention ..... 145

Community and Economic Development Function

Community and Economic Development Summary ..... 149  
Economic Development ..... 151  
Code Enforcement ..... 155  
Community Development ..... 161  
Tax Increment Financing Fund (TIF) ..... 167

General Government Function

General Government Summary ..... 171  
Mayor and City Council ..... 173  
City Manager ..... 179  
Finance and Records ..... 185  
Technology ..... 191  
Human Resources ..... 195  
Legal Services ..... 199  
General Support ..... 203

Debt Service Function and Contingency

Debt Service ..... 207  
Contingency ..... 209

Water Utility

Water ..... 211

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>REVENUE SUMMARY</b>						
<b>TAXES</b>						
<b>GENERAL PROPERTY TAXES</b>						
110 General taxes	\$ 15,310,999	\$ 16,043,269	\$ 15,793,269	\$ 16,325,181	\$ 281,912	\$ 16,651,685
111 Ag land taxes	4,396	8,140	8,140	8,689	549	8,863
112 Homestead	259,179	-	250,000	-	-	-
<b>Subtotal: General Fund</b>	<b>15,574,574</b>	<b>16,051,409</b>	<b>16,051,409</b>	<b>16,333,870</b>	<b>282,461</b>	<b>16,660,547</b>
113 Taxes - TIF	3,435,027	4,026,164	4,026,164	4,619,909	593,745	4,700,000
<b>Subtotal: TIF Fund</b>	<b>3,435,027</b>	<b>4,026,164</b>	<b>4,026,164</b>	<b>4,619,909</b>	<b>593,745</b>	<b>4,700,000</b>
112 Homestead	74,143	-	75,000	-	-	-
10 Debt service	4,596,298	4,845,442	4,770,442	5,214,026	368,584	5,318,307
117 Debt service-special assessment	85,859	30,000	200,000	60,000	30,000	60,000
<b>Subtotal: Debt Service Fund</b>	<b>4,756,300</b>	<b>4,875,442</b>	<b>5,045,442</b>	<b>5,274,026</b>	<b>398,584</b>	<b>5,378,307</b>
Taxes - Police & Fire Retirement	-	223,756	223,756	455,375	231,619	662,000
<b>Subtotal: Police &amp; Fire Ret. Fund</b>	<b>-</b>	<b>223,756</b>	<b>223,756</b>	<b>455,375</b>	<b>231,619</b>	<b>662,000</b>
<b>Total: General Property Taxes</b>	<b>\$ 23,765,901</b>	<b>\$ 25,176,771</b>	<b>\$ 25,346,771</b>	<b>\$ 26,683,180</b>	<b>\$ 1,506,409</b>	<b>\$ 27,400,854</b>
<b>OTHER CITY TAXES</b>						
337 Utility excise tax	\$ 441,868	\$ 424,585	\$ 424,585	\$ 452,249	\$ 27,664	\$ 461,294
338 Hotel/Motel tax (transferred in from H/M fur	452,454	413,959	413,959	422,500	8,541	425,000
<b>Subtotal: General Fund</b>	<b>894,322</b>	<b>838,544</b>	<b>838,544</b>	<b>874,749</b>	<b>36,205</b>	<b>886,294</b>
338 Hotel/Motel tax	522,813	643,241	649,156	760,500	117,259	765,000
<b>Subtotal: Hotel Motel Fund</b>	<b>522,813</b>	<b>643,241</b>	<b>649,156</b>	<b>760,500</b>	<b>117,259</b>	<b>765,000</b>
338 Hotel/Motel tax	104,615	101,885	101,885	-	(101,885)	-
337 Utility excise tax	126,336	121,403	121,403	135,620	14,217	138,332
<b>Subtotal: Debt Service Fund</b>	<b>230,951</b>	<b>223,288</b>	<b>223,288</b>	<b>135,620</b>	<b>(87,668)</b>	<b>138,332</b>
337 Utility excise tax	-	5,932	5,932	12,625	6,693	18,000
<b>Subtotal: Police &amp; Fire Ret. Fund</b>	<b>-</b>	<b>5,932</b>	<b>5,932</b>	<b>12,625</b>	<b>6,693</b>	<b>18,000</b>
<b>Total: Other City Taxes</b>	<b>\$ 1,648,086</b>	<b>\$ 1,711,005</b>	<b>\$ 1,716,920</b>	<b>\$ 1,783,494</b>	<b>\$ 72,489</b>	<b>\$ 1,807,626</b>
<b>TOTAL TAXES</b>	<b>\$ 25,413,987</b>	<b>\$ 26,887,776</b>	<b>\$ 27,063,691</b>	<b>\$ 28,466,674</b>	<b>\$ 1,578,898</b>	<b>\$ 29,208,480</b>
<b>LICENSES AND PERMITS</b>						
222 Cable TV franchise	\$ 306,532	\$ 300,000	\$ 300,000	\$ 300,000	\$ -	\$ 300,000
224 Liquor permits	39,159	40,000	40,000	40,000	-	40,000
225 Cigarette permits	2,300	2,000	2,000	2,000	-	2,000
226 Utility permits	1,050	1,750	1,000	1,500	(250)	1,500
231 Peddler's licenses	1,270	600	600	600	-	600
232 Miscellaneous licenses	615	500	500	500	-	500
234 Pet licenses	5,008	5,000	5,000	5,000	-	5,000
249 COESCO inspection fees	19,675	20,000	20,000	21,000	1,000	22,000
250 Electrician licenses/permits	24,362	25,000	28,550	28,363	3,363	29,000
253 Plumbing licenses/permits	20,757	20,000	20,730	20,415	415	21,000
254 Mechanical licenses/permits	21,086	20,000	22,936	20,415	415	21,000
255 Building permits only	289,625	379,000	405,019	483,570	104,570	520,000
256 Sidewalk permits	1,360	1,950	1,720	1,980	30	2,000
257 Driveway approach	1,964	2,050	2,010	2,080	30	2,100
259 Sign permits	11,435	16,000	8,615	10,075	(5,925)	11,000
260 Construction inspections	15,555	20,000	20,000	20,000	-	21,000
261 Plat and site plan reviews	950	2,550	1,975	3,450	900	3,500
262 Housing inspections	43,161	23,900	36,540	31,350	7,450	33,000
263 Board of Adjustment fees	2,750	3,950	3,250	3,875	(75)	4,500
264 Change of zoning	13,389	20,800	16,982	20,025	(775)	21,000
<b>TOTAL LICENSES AND PERMITS</b>	<b>\$ 822,003</b>	<b>\$ 905,050</b>	<b>\$ 937,427</b>	<b>\$ 1,016,198</b>	<b>\$ 111,148</b>	<b>\$ 1,060,700</b>
<b>USE OF MONEY &amp; PROPERTY</b>						
524 Interest	\$ 81,803	\$ 31,000	\$ 60,000	\$ 40,000	\$ 9,000	\$ 50,000
<b>Subtotal: General Fund</b>	<b>81,803</b>	<b>31,000</b>	<b>60,000</b>	<b>40,000</b>	<b>9,000</b>	<b>50,000</b>
524 Interest (includes BAB interest subsidy)	60,412	7,000	82,075	82,025	75,025	82,450
<b>Subtotal: Debt Service Fund</b>	<b>60,412</b>	<b>7,000</b>	<b>82,075</b>	<b>82,025</b>	<b>75,025</b>	<b>82,450</b>
<b>TOTAL USE OF MONEY &amp; PROPERTY</b>	<b>\$ 142,215</b>	<b>\$ 38,000</b>	<b>\$ 142,075</b>	<b>\$ 122,025</b>	<b>\$ 84,025</b>	<b>\$ 132,450</b>

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>INTERGOVERNMENTAL</b>						
335 Federal grants	\$ 1,722	\$ -	\$ -	\$ -	\$ -	\$ -
336 State grants	156,818	191,085	190,807	-	(191,085)	-
330 Road Use tax	3,173,700	3,173,744	3,175,000	3,471,000	297,256	3,510,000
<b>Subtotal: Road Use Fund</b>	<b>3,332,240</b>	<b>3,364,829</b>	<b>3,365,807</b>	<b>3,471,000</b>	<b>106,171</b>	<b>3,510,000</b>
329 Misc. grants	2,250	2,500	500	2,500	-	2,500
335 Federal grants	78,293	10,000	352,181	505,772	495,772	145,000
336 State grants	-	-	200	2,800	2,800	3,000
421 Johnston library reimb.	39,271	41,600	41,600	42,825	1,225	42,000
422 Library contracts	83,752	85,000	95,200	110,300	25,300	110,000
425 Library grant	101,855	-	100,499	-	-	-
<b>Subtotal: General Fund</b>	<b>305,421</b>	<b>139,100</b>	<b>590,180</b>	<b>664,197</b>	<b>525,097</b>	<b>302,500</b>
<b>TOTAL INTERGOVERNMENTAL</b>	<b>\$ 3,637,661</b>	<b>\$ 3,503,929</b>	<b>\$ 3,955,987</b>	<b>\$ 4,135,197</b>	<b>\$ 631,268</b>	<b>\$ 3,812,500</b>
<b>CHARGES FOR SERVICES</b>						
235 Kennel fees	\$ 3,250	\$ 3,200	\$ 3,200	\$ 3,500	\$ 300	\$ 3,500
406 Health facility fees	5,140	5,000	5,000	5,000	-	5,000
407 Pool program fees	61,265	45,000	60,000	50,000	5,000	55,000
408 Ambulance fees	545,671	610,000	500,000	500,000	(110,000)	500,000
409 Cemetery maintenance	(300)	1,000	-	-	(1,000)	-
410 W.J. rental	12,435	12,000	11,000	12,000	-	12,000
412 Lions rental	11,540	12,000	11,000	12,000	-	12,000
414 Swimming pool	102,958	70,000	90,000	80,000	10,000	80,000
415 School reimbursement - Community Ed	142,231	140,000	140,000	140,000	-	140,000
415 School reimbursement - Pool expenses	43,821	57,000	57,000	60,000	3,000	62,000
416 Turf maintenance	17,306	1,000	-	-	(1,000)	-
417 USA (sports association)	23,319	-	-	-	-	-
418 Recreation fees	165,018	180,000	170,000	170,000	(10,000)	175,000
419 Miscellaneous fees (park)	917	1,500	200	500	(1,000)	500
511 Yard waste fees	226,248	207,500	207,500	207,500	-	207,500
513 Bulk item pickup	25,445	17,500	22,000	20,000	2,500	20,000
514 Urb. Sanitary Sewer District	270,079	292,500	281,976	287,373	(5,127)	290,000
515 Solid waste containers	1,870	3,000	21,800	21,000	18,000	21,000
516 Urb. W.H. Sanitary District	81,846	60,585	62,615	61,458	873	62,000
517 Solid waste fee	1,481,063	1,526,000	1,507,380	1,694,880	168,880	1,700,000
522 Crossing guards	14,873	17,500	15,000	15,000	(2,500)	15,000
423 Equipment rental	1,133	800	1,000	800	-	800
424 Misc. library receipts	14,414	13,000	16,000	15,000	2,000	13,000
428 Senior Center congregate meal receipts	15,859	17,000	17,500	17,000	-	17,000
429 Senior Center off-site program fees	5,980	7,500	8,000	7,000	(500)	7,000
430 Senior Center on-site program fees	3,393	3,000	2,000	3,500	500	3,500
426 Senior Center rental	12,984	11,500	11,500	11,500	-	11,500
<b>Subtotal: General Fund</b>	<b>3,289,758</b>	<b>3,315,085</b>	<b>3,221,671</b>	<b>3,395,011</b>	<b>79,926</b>	<b>3,413,300</b>
Storm Water user fees	-	400,000	456,600	575,000	175,000	625,000
<b>Subtotal: Storm water utility Fund</b>	<b>-</b>	<b>400,000</b>	<b>456,600</b>	<b>575,000</b>	<b>175,000</b>	<b>625,000</b>
<b>TOTAL CHARGES FOR SERVICES</b>	<b>\$ 3,289,758</b>	<b>\$ 3,715,085</b>	<b>\$ 3,678,271</b>	<b>\$ 3,970,011</b>	<b>\$ 254,926</b>	<b>\$ 4,038,300</b>
<b>MISCELLANEOUS REVENUES</b>						
177 Revolving loan	\$ 350,000	\$ -	\$ -	\$ -	\$ -	\$ -
265 Sale of maps and copies	20,126	16,000	16,000	17,000	1,000	17,000
420 Library fines	58,675	55,000	53,000	52,000	(3,000)	55,000
427 Library collection fees	167	500	200	200	(300)	500
512 Court fines	176,549	200,000	200,000	200,000	-	200,000
518 Vehicle impound fees	9,069	15,000	8,000	8,000	(7,000)	8,000
<b>TOTAL MISCELLANEOUS</b>	<b>\$ 614,586</b>	<b>\$ 286,500</b>	<b>\$ 277,200</b>	<b>\$ 277,200</b>	<b>\$ (9,300)</b>	<b>\$ 280,500</b>
<b>OTHER FINANCING SOURCES</b>						
508 Intergovernmental transfers	\$ 8,000	\$ 7,000	\$ 7,000	\$ -	\$ (7,000)	\$ -
510 Sale of assets	39,853	25,000	35,000	25,000	-	25,000
526 Miscellaneous receipts	16,542	25,000	18,000	20,000	(5,000)	20,000
<b>Subtotal: General Fund</b>	<b>64,395</b>	<b>57,000</b>	<b>60,000</b>	<b>45,000</b>	<b>(12,000)</b>	<b>45,000</b>
508 Intergovernmental transfers	2,942,224	3,073,736	5,860,667	3,150,539	76,803	3,331,948
<b>Subtotal: Debt Service Fund</b>	<b>2,942,224</b>	<b>3,073,736</b>	<b>5,860,667</b>	<b>3,150,539</b>	<b>76,803</b>	<b>3,331,948</b>
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>\$ 3,006,619</b>	<b>\$ 3,130,736</b>	<b>\$ 5,920,667</b>	<b>\$ 3,195,539</b>	<b>\$ 64,803</b>	<b>\$ 3,376,948</b>
<b>TOTAL OPERATIONAL REVENUES</b>	<b>\$ 36,926,829</b>	<b>\$ 38,467,076</b>	<b>\$ 41,975,318</b>	<b>\$ 41,182,844</b>	<b>\$ 2,715,768</b>	<b>\$ 41,909,878</b>

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>REVENUE ACTIVITIES TOTAL BY FUND</b>						
General Fund	\$ 21,646,862	\$ 21,623,688	\$ 22,036,431	\$ 22,646,225	\$ 1,022,537	\$ 22,698,841
(1) Road Use Fund	3,332,240	3,364,829	3,365,807	3,471,000	106,171	3,510,000
(1) Hotel Motel Fund	522,813	643,241	649,156	1,183,000	117,259	1,190,000
(2) Debt Service Fund	7,989,887	8,179,466	11,211,472	8,642,210	462,744	8,931,037
(3) TIF Fund	3,435,027	4,026,164	4,026,164	4,619,909	593,745	4,700,000
(4) Storm Water Utility Fund	-	400,000	456,600	575,000	175,000	625,000
(5) Police & Fire Retirement Fund	-	229,688	229,688	468,000	238,312	680,000
(1) Capital Projects Fund	9,937,278	12,751,800	13,853,590	9,701,600	(3,050,200)	10,521,300
(6) Special Revenue & Internal Service Funds	302,284	-	50,000	50,000	50,000	50,000
(7) Proprietary - Water Utility	10,982,483	13,548,143	13,111,834	14,371,454	823,311	12,636,065
<b>Total State Certified Revenues</b>	<b>\$ 58,148,874</b>	<b>\$ 64,767,019</b>	<b>\$ 68,990,742</b>	<b>\$ 65,728,398</b>	<b>\$ 538,879</b>	<b>\$ 65,542,243</b>
<b>FUND BALANCE ACTIVITY FOR FISCAL YEAR</b>						
General	\$ 8,584,896	\$ 85,746	\$ (337,428)	\$ (317,966)	\$ (403,712)	\$ (152,705)
Road Use	744,321	(327,149)	(333,950)	(364,794)	(37,645)	(419,171)
Hotel Motel	171,558	11,793	9,258	(60,000)	(71,793)	(61,000)
Debt Service	539,788	29,361	27,478	118,581	89,220	(393,193)
TIF	2,300,049	509,472	491,184	109,505	(399,967)	213,143
Storm Water Utility Fund	-	(13,463)	(101,847)	(206,348)	(192,885)	(236,544)
Police & Fire Retirement Fund	-	-	(10)	-	-	-
Capital Projects	8,336,312	(2,736,500)	354,510	4,095,225	6,831,725	132,905
<b>Subtotal:</b>	<b>\$ 20,676,924</b>	<b>\$ (2,440,740)</b>	<b>\$ 109,195</b>	<b>\$ 3,374,203</b>	<b>\$ 5,814,943</b>	<b>\$ (916,565)</b>
<b>BUDGET TOTALS</b>	<b>\$ 78,825,798</b>	<b>\$ 62,326,279</b>	<b>\$ 69,099,937</b>	<b>\$ 69,102,601</b>	<b>\$ 6,353,822</b>	<b>\$ 64,625,678</b>

\* Actual Fund Balance at end of FY

\*\* Fund balance use (addition) for FY

(1) H/M fund.

(2) Separate detail of this fund's activity is located in the Debt Service & Contingency section of this budget document.

(3) Separate detail of this fund's activity is located in the Community & Economic Development section of this budget document.

(4) Separate detail of this fund's activity is located in the Public Works section of this budget document.

(5) Separate detail of this fund's activity is located in the Public Safety section of this budget document.

(6) The activity from these funds are typically not budgeted, as they typically represent non-routine and unpredictable revenue sources. The one item that is budgeted is the transfer out of revenue from McDivitt Cemetery columbarium sales to the General Fund's Cemetery department to support the McDivitt Cemetery operations & upkeep. FY2011-12 & FY2012-13 includes transfer from Capital Projects Fund to the Technology Internal Service Fund.

The actual FY10 activity comes from the City's Annual Financial Report as filed with the State of IA each December.

(7) Separate detail of the Water Utility's operations can be found in the Water Department section of this budget document.

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>EXPENDITURE SUMMARY BY DEPARTMENT</b>						
<b>PUBLIC SAFETY</b>						
110 Police	\$ 6,117,638	\$ 6,406,916	\$ 6,379,493	\$ 6,232,482	\$ (174,434)	\$ 6,322,323
150 Fire	2,026,738	2,251,971	2,465,764	2,688,610	436,639	2,755,115
180 Emergency Preparedness	20,638	13,325	13,176	45,650	32,325	13,325
190 Animal Control	30,406	30,970	28,814	20,500	(10,470)	21,500
117 Police & Fire Retirement Fund	-	229,678	229,678	468,000	238,322	680,000
198 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 8,195,420</b>	<b>\$ 8,957,860</b>	<b>\$ 9,116,925</b>	<b>\$ 9,480,242</b>	<b>\$ 522,382</b>	<b>\$ 9,817,263</b>
<b>PUBLIC WORKS</b>						
210 Roadway Maintenance	\$ 2,454,391	\$ 2,359,873	\$ 2,333,050	\$ 2,390,379	\$ 30,506	\$ 2,366,903
230 Street Lighting	532,445	535,000	535,000	550,000	15,000	565,000
240 Traffic Safety	127,288	142,807	163,807	165,827	23,020	158,926
260 Engineering Services	492,866	554,851	541,053	555,380	529	566,146
270 Street Cleaning	108,540	-	-	-	-	-
290 Solid Waste	1,610,300	1,784,203	1,783,882	1,863,343	79,140	1,871,577
291 Sanitary Sewer	317,179	299,211	292,868	318,622	19,411	318,353
292 Stormwater Utility Fund	79,352	386,537	354,753	368,652	(17,885)	388,456
295 E&PW Administration	606,791	624,416	619,830	643,428	19,012	637,110
298 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 6,329,152</b>	<b>\$ 6,711,898</b>	<b>\$ 6,624,243</b>	<b>\$ 6,880,631</b>	<b>\$ 168,733</b>	<b>\$ 6,897,471</b>
<b>CULTURE AND RECREATION</b>						
410 Library	\$ 2,179,474	\$ 2,189,198	\$ 2,179,450	\$ 2,161,035	\$ (28,163)	\$ 2,171,598
430 Parks	2,020,141	2,081,831	2,081,831	2,083,425	1,594	2,098,788
435 Grounds Maintenance	88,602	86,425	86,425	88,206	1,781	89,101
440 Recreation	352,002	399,561	392,028	392,346	(7,215)	401,031
450 Cemetery Maintenance	5,390	7,250	6,500	7,250	-	7,250
460 Senior Center	226,907	285,155	283,515	283,505	(1,650)	294,890
470 Swimming Pool	411,115	409,812	409,812	438,414	28,602	445,868
499 Cultural & Convention	596,960	655,034	658,414	1,123,000	467,966	1,129,000
498 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 5,880,591</b>	<b>\$ 6,139,266</b>	<b>\$ 6,097,975</b>	<b>\$ 6,602,181</b>	<b>\$ 462,915</b>	<b>\$ 6,662,526</b>
<b>COMMUNITY AND ECONOMIC DEVELOPMENT</b>						
520 Economic Development	\$ 366,537	\$ 102,000	\$ 92,000	\$ 167,000	\$ 65,000	\$ 167,000
530 Code Enforcement	501,112	557,120	551,237	564,568	7,448	570,134
540 Community Development	582,489	605,210	595,861	659,682	54,472	664,006
125 Tax Increment Financing Fund	3,437,171	4,535,636	4,517,348	4,729,414	193,778	4,913,143
<b>Sub-Total</b>	<b>\$ 4,887,309</b>	<b>\$ 5,799,966</b>	<b>\$ 5,756,446</b>	<b>\$ 6,120,664</b>	<b>\$ 320,698</b>	<b>\$ 6,314,283</b>
<b>GENERAL GOVERNMENT</b>						
610 Mayor and City Council	\$ 107,577	\$ 140,323	\$ 129,760	\$ 169,095	\$ 28,772	\$ 140,870
615 City Manager	455,690	452,243	447,625	451,997	(246)	460,419
620 Finance and Records	550,574	557,499	553,081	574,253	16,754	560,933
625 Technology	287,297	300,203	300,203	298,082	(2,121)	318,172
630 Human Resources	48,981	115,910	131,197	189,278	73,368	171,309
640 Legal Services	95,711	120,000	117,000	128,000	8,000	123,000
645 General Support	1,122,616	1,233,831	1,216,598	1,204,108	(29,723)	1,256,318
698 Contingency	-	25,000	-	25,000	-	25,000
<b>Sub-Total</b>	<b>\$ 2,668,446</b>	<b>\$ 2,945,009</b>	<b>\$ 2,895,464</b>	<b>\$ 3,039,813</b>	<b>\$ 94,804</b>	<b>\$ 3,056,021</b>
<b>OPERATING BUDGET TOTAL</b>	<b>\$ 27,960,918</b>	<b>\$ 30,553,999</b>	<b>\$ 30,491,053</b>	<b>\$ 32,123,531</b>	<b>\$ 1,569,532</b>	<b>\$ 32,747,564</b>
<b>DEBT SERVICE FUND EXPENDITURES</b>	<b>\$ 7,593,158</b>	<b>\$ 8,208,827</b>	<b>\$ 11,238,950</b>	<b>\$ 8,760,790</b>	<b>\$ 551,963</b>	<b>\$ 8,537,843</b>
<b>OTHER SPECIAL REV. FUND EXPENDITURES</b>	<b>\$ 322,202</b>	<b>\$ 7,000</b>	<b>\$ 213,137</b>	<b>\$ -</b>	<b>\$ (7,000)</b>	<b>\$ -</b>
<b>CAPITAL PROJECTS FUND EXPENDITURES</b>	<b>\$ 9,895,156</b>	<b>\$ 10,173,400</b>	<b>\$ 14,208,100</b>	<b>\$ 13,796,825</b>	<b>\$ 3,623,425</b>	<b>\$ 10,654,205</b>
<b>PROPRIETARY FUND - WATER UTILITY</b>	<b>\$ 11,504,187</b>	<b>\$ 13,924,530</b>	<b>\$ 12,883,926</b>	<b>\$ 14,603,752</b>	<b>\$ 679,222</b>	<b>\$ 12,837,036</b>
<b>CERTIFIED BUDGET TOTAL</b>	<b>\$ 57,275,621</b>	<b>\$ 32,888,884</b>	<b>\$ 69,035,166</b>	<b>\$ 69,284,898</b>	<b>\$ 6,417,142</b>	<b>\$ 64,776,648</b>

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>ROAD USE SUMMARY</b>						
Beginning Balance	\$ 634,746	\$ 811,966	\$ 744,321	\$ 1,078,271	\$ 266,305	\$ 1,443,065
Revenue	3,332,240	3,364,829	3,365,807	3,471,000	106,171	3,510,000
<b>Total</b>	<b>\$ 3,966,986</b>	<b>\$ 4,176,795</b>	<b>\$ 4,110,128</b>	<b>\$ 4,549,271</b>	<b>\$ 372,476</b>	<b>\$ 4,953,065</b>
Traffic Safety	\$ 127,289	\$ 142,807	\$ 163,807	\$ 165,827	\$ 23,020	\$ 158,926
Street Lighting	532,445	535,000	535,000	550,000	15,000	565,000
Street Cleaning	108,540	-	-	-	-	-
Roadway Maintenance	2,454,390	2,359,873	2,333,050	2,390,379	30,506	2,366,903
Debt Service	-	-	-	-	-	-
<b>Total</b>	<b>\$ 3,222,664</b>	<b>\$ 3,037,680</b>	<b>\$ 3,031,857</b>	<b>\$ 3,106,206</b>	<b>\$ 68,526</b>	<b>\$ 3,090,829</b>

	FY2009-10 ACTUAL	FY2010-11 ADOPTED	FY2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
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## HOTEL/MOTEL SUMMARY

Beginning Balance	\$ 245,706	\$ 192,577	\$ 171,558	\$ 162,300	\$ (30,277)	\$ 222,300
Revenue	1,079,882	1,159,085	1,165,000	1,183,000	23,915	1,190,000
<b>Total</b>	<b>\$ 1,325,588</b>	<b>\$ 1,351,662</b>	<b>\$ 1,336,558</b>	<b>\$ 1,345,300</b>	<b>\$ (6,362)</b>	<b>\$ 1,412,300</b>

## CULTURAL AND CONVENTION

Bravo!	\$ 176,681	\$ 182,282	\$ 183,972	\$ 291,000	\$ 108,718	\$ 293,000
Choose Des Moines Communities	25,000	25,000	25,000	move to EconDev	(25,000)	move to EconDev
Convention Bureau	320,695	331,167	332,857	338,000	6,833	340,000
Dallas County Development, Inc	37,710	36,585	36,585	move to EconDev	(36,585)	move to EconDev
Des Moines Community Orchestra	500	-	-	referred to Bravo	-	-
Downtown Urb.Neighborhood Assoc	500	500	500	move to Council	(500)	-
Iowa Events Center	16,000	32,000	32,000	32,000	-	32,000
J Hawk Sports Association	3,500	3,500	3,500	4,000	500	3,500
Polk County Master Gardeners	2,500	3,000	3,000	move to Council	(3,000)	-
Principal Park	15,585	15,000	15,000	15,000	-	15,000
Urbandale Community Schools	3,500	3,500	3,500	3,500	-	3,500
Urbandale Community Adult Band	500	-	-	referred to Bravo	-	-
Urbandale Community Action Network	-	7,000	7,000	move to Council	(7,000)	-
Urbandale Girls Recreation Association	4,000	3,500	3,500	4,000	500	4,000
Urbandale Little League	4,000	3,500	3,500	4,000	500	4,000
Urbandale Promotion/Chamber	5,000	5,000	5,000	5,000	-	5,000
Urbandale Sports Association	7,500	3,500	3,500	4,000	500	4,000

<b>Sub-Total</b>	<b>\$ 623,171</b>	<b>\$ 655,034</b>	<b>\$ 658,414</b>	<b>\$ 700,500</b>	<b>\$ 45,466</b>	<b>\$ 704,000</b>
<b>Westover Urban Renewal</b>	<b>104,615</b>	<b>101,885</b>	<b>101,885</b>	<b>-</b>	<b>(101,885)</b>	<b>-</b>
<b>Total Earmarked</b>	<b>727,786</b>	<b>756,919</b>	<b>760,299</b>	<b>700,500</b>	<b>(56,419)</b>	<b>704,000</b>
<b>General Fund Totals</b>	<b>452,454</b>	<b>413,959</b>	<b>413,959</b>	<b>422,500</b>	<b>8,541</b>	<b>425,000</b>
<b>Hotel/Motel Tax Totals</b>	<b>\$ 1,180,240</b>	<b>\$ 1,170,878</b>	<b>\$ 1,174,258</b>	<b>\$ 1,123,000</b>	<b>\$ (47,878)</b>	<b>\$ 1,129,000</b>

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>CAPITAL PROJECTS SUMMARY</b>						
Beginning Balance	\$ 8,294,189	\$ 4,631,492	\$ 8,336,311	\$ 7,981,801	\$ 3,350,309	\$ 3,886,576
Revenues:						
Bond proceeds	\$ 6,529,103	\$ 8,451,800	\$ 8,604,271	\$ 6,499,600	\$ (1,952,200)	\$ 9,088,300
Intergovernmental	1,220,472	\$ 1,780,000	\$ 1,800,000	\$ 1,717,000	\$ (63,000)	\$ 552,000
Interest	88,012	\$ 70,000	\$ 60,000	\$ 50,000	\$ (20,000)	\$ 40,000
Private donations	652,243	\$ 105,000	\$ 2,000,000	\$ 374,000	\$ 269,000	\$ 565,500
Special assessments	1,447,448	\$ 2,345,000	\$ 440,000	\$ 1,061,000	\$ (1,284,000)	\$ 275,500
Sale proceeds held for Debt Service - Westover	\$ -	\$ -	\$ 900,000	\$ -	\$ -	\$ -
Transfers in from other funds	-	-	49,319	-	-	-
<b>Total</b>	<b>\$ 18,231,467</b>	<b>\$ 17,383,292</b>	<b>\$ 22,189,901</b>	<b>\$ 17,683,401</b>	<b>\$ 300,109</b>	<b>\$ 14,407,876</b>
Expenditures:						
Project costs	\$ 9,536,337	\$ 9,965,300	\$ 14,000,000	\$ 13,485,700	\$ 3,520,400	\$ 10,340,400
Transfer out - Westover Debt Servi	-	-	-	104,025	104,025	105,805
Transfer out - Debt Service	358,819	158,100	158,100	157,100	(1,000)	158,000
Transfers out to other funds	-	50,000	50,000	50,000	-	50,000
<b>Total</b>	<b>\$ 9,895,156</b>	<b>\$ 10,173,400</b>	<b>\$ 14,208,100</b>	<b>\$ 13,796,825</b>	<b>\$ 3,623,425</b>	<b>\$ 10,654,205</b>

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>BUDGET SUMMARY</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ 8,783,956	\$ 9,739,581	\$ 9,840,867	\$ 10,415,019	\$ 675,438	10,382,685
02 Overtime	413,966	352,750	436,886	393,900	41,150	412,000
03 Part-time	1,282,476	1,531,733	1,468,933	1,479,244	(52,489)	1,476,182
04 Witness fees	678	1,500	500	900	(600)	1,000
06 FICA	528,955	573,510	566,946	587,105	13,595	593,568
07 Retirement - IPERS	450,704	515,269	501,878	606,290	91,021	646,424
08 Pension	602,396	828,561	826,057	1,118,581	290,020	1,370,341
09 Group insurance	2,212,571	2,113,290	2,113,291	1,600,002	(513,288)	1,634,298
10 Unemployment	63,572	-	3,000	60,000	60,000	60,000
11 Allowance	43,329	61,478	48,065	61,890	412	62,275
<b>Sub-Total</b>	<b>\$ 14,382,603</b>	<b>\$ 15,717,672</b>	<b>\$ 15,806,423</b>	<b>\$ 16,322,931</b>	<b>\$ 605,259</b>	<b>\$ 16,638,773</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ 54,220	\$ 43,325	\$ 40,075	\$ 34,350	\$ (8,975)	\$ 37,050
22 Recruitment	-	-	-	33,060	33,060	32,350
23 Professional services	729,858	791,534	781,238	854,967	63,433	832,500
24 Contributions to other agencies	2,170,687	2,432,038	2,430,949	2,657,877	225,839	2,606,682
27 Data processing	460,825	449,032	454,345	455,006	5,974	476,130
28 Dues and memberships	73,698	77,695	77,840	79,116	1,421	78,335
29 Insurance	676,779	650,000	650,000	660,000	10,000	715,000
32 Uniforms and laundry	61,394	82,200	94,650	85,225	3,025	87,450
35 Printing and copying	120,668	143,503	139,531	140,793	(2,710)	145,050
40 Building and grounds maint.	357,441	285,185	298,688	291,981	6,796	293,720
41 Vehicle and equipment maint.	97,699	97,780	101,530	98,550	770	102,675
46 Training and development	120,809	147,914	185,379	150,900	2,986	161,840
48 Utility service	982,976	1,043,468	1,024,380	1,049,450	5,982	1,079,270
49 Petty cash	532	1,150	1,025	1,150	-	1,150
51 Maintenance supplies	756,865	769,353	773,740	753,805	(15,548)	776,675
54 Minor equipment	33,163	37,300	35,800	35,300	(2,000)	38,600
55 DARE expenditures	3,573	4,000	4,000	4,000	-	4,000
56 Vehicle maintenance supplies	127,862	139,550	137,700	138,950	(600)	147,950
57 Vehicle operation supplies	309,935	388,450	365,100	386,400	(2,050)	395,000
58 Office supplies	54,373	55,145	53,795	56,425	1,280	56,350
59 Operating supplies	216,041	274,978	273,471	260,500	(14,478)	261,950
60 Safety and medical supplies	32,757	43,900	43,760	41,840	(2,060)	43,790
61 Refunds	14,886	14,000	14,000	-	(14,000)	-
<b>Sub-total</b>	<b>\$ 7,457,041</b>	<b>\$ 7,971,500</b>	<b>\$ 7,980,996</b>	<b>\$ 8,269,645</b>	<b>\$ 298,145</b>	<b>\$ 8,373,517</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ 48,493	\$ 56,500	\$ 44,000	\$ 116,125	\$ 59,625	\$ 102,500
72 Furniture and fixtures	71,019	49,900	49,618	67,229	17,329	62,500
73 Equipment replacement fund	775,541	822,614	822,613	861,976	39,362	872,151
74 Office equipment	269,490	34,550	34,550	20,000	(14,550)	20,000
75 Operating equipment	-	-	-	-	-	-
76 Property improvements	483,809	561,500	544,427	579,500	18,000	608,200
77 Economic development	1,208,700	1,670,000	1,825,000	1,895,000	225,000	1,900,000
79 Books, films and recordings	214,891	189,000	189,000	185,000	(4,000)	187,500
97 Transfers out	2,578,471	2,905,636	2,732,348	3,256,914	351,278	3,438,143
<b>Sub-total</b>	<b>\$ 5,650,414</b>	<b>\$ 6,289,700</b>	<b>\$ 6,241,556</b>	<b>\$ 6,981,744</b>	<b>\$ 692,044</b>	<b>\$ 7,190,994</b>
91 Debt retirement	\$ 8,064,018	\$ 8,683,954	\$ 11,701,028	\$ 9,210,001	\$ 526,047	\$ 8,982,123
95 Contingency	-	100,000	-	100,000	-	100,000
<b>BUDGET SUMMARY</b>	<b>\$ 35,554,076</b>	<b>\$ 38,762,826</b>	<b>\$ 41,730,003</b>	<b>\$ 40,884,321</b>	<b>\$ 2,121,495</b>	<b>\$ 41,285,407</b>

<b>PUBLIC SAFETY</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 100 PUBLIC SAFETY SUMMARY

### PERSONAL SERVICES

01	Salaries	\$ 3,797,291	\$ 4,507,169	\$ 4,619,234	\$ 4,819,308	\$ 312,139	4,823,424
02	Overtime	244,158	221,000	306,500	255,400	34,400	271,000
03	Part-time	370,484	429,050	423,250	462,938	33,888	465,873
04	Witness fees	678	1,500	500	900	(600)	1,000
06	FICA	72,814	87,453	89,396	95,950	8,497	96,871
07	Retirement - IPERS	52,306	63,382	59,113	65,177	1,795	68,856
08	Pension	602,396	828,561	826,057	1,118,581	290,020	1,370,341
09	Group insurance	1,016,417	890,506	890,507	737,725	(152,781)	752,479
10	Unemployment	-	-	-	-	-	-
11	Allowance	11,419	25,783	13,150	26,200	417	26,400
<b>Sub-Total</b>		<b>\$ 6,167,963</b>	<b>\$ 7,054,404</b>	<b>\$ 7,227,707</b>	<b>\$ 7,582,179</b>	<b>\$ 527,775</b>	<b>\$ 7,876,244</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 94	\$ 3,200	\$ 2,200	\$ 2,200	\$ (1,000)	\$ 2,200
22	Recruitment	-	-	-	12,960	12,960	13,150
23	Professional services	52,850	71,450	59,263	64,190	(7,260)	69,700
24	Contributions to other agencies	732,307	786,224	786,075	742,324	(43,900)	744,325
27	Data processing	104,346	60,987	65,113	63,460	2,473	66,950
28	Dues and memberships	5,944	8,475	8,475	6,535	(1,940)	7,320
29	Insurance	44,012	-	-	-	-	-
32	Uniforms and laundry	35,939	53,300	66,000	56,400	3,100	57,000
35	Printing and copying	13,386	14,770	16,251	14,800	30	14,800
40	Building and grounds maint.	81,088	64,920	72,100	63,120	(1,800)	64,800
41	Vehicle and equipment maint.	59,134	60,000	53,000	56,500	(3,500)	58,000
46	Training and development	41,321	55,000	92,100	67,405	12,405	68,000
48	Utility service	114,446	115,725	107,500	108,225	(7,500)	111,000
49	Petty cash	173	400	375	400	-	400
51	Maintenance supplies	3,969	4,500	4,000	4,500	-	5,100
54	Minor equipment	11,295	20,000	20,000	18,000	(2,000)	20,000
55	DARE expenditures	3,573	4,000	4,000	4,000	-	4,000
56	Vehicle maintenance supplies	12,709	24,550	18,450	19,450	(5,100)	20,450
57	Vehicle operation supplies	88,705	116,650	109,700	117,000	350	118,000
58	Office supplies	15,048	12,250	11,250	12,250	-	13,000
59	Operating supplies	78,993	93,688	97,500	95,600	1,912	92,000
60	Safety and medical supplies	18,950	28,000	28,000	29,350	1,350	28,700
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 1,518,282</b>	<b>\$ 1,598,089</b>	<b>\$ 1,621,352</b>	<b>\$ 1,558,669</b>	<b>\$ (39,420)</b>	<b>\$ 1,578,895</b>

### CAPITAL OUTLAY

71	Equipment	\$ 42,515	\$ 52,500	\$ 40,000	\$ 67,425	\$ 14,925	\$ 88,500
72	Furniture and fixtures	4,940	-	-	4,079	4,079	2,500
73	Equipment replacement fund	214,040	207,867	207,866	222,890	15,023	226,124
74	Office equipment	247,680	20,000	20,000	20,000	-	20,000
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 509,175</b>	<b>\$ 280,367</b>	<b>\$ 267,866</b>	<b>\$ 314,394</b>	<b>\$ 34,027</b>	<b>\$ 337,124</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	25,000	-	25,000	-	25,000

<b>PUBLIC SAFETY SUMMARY</b>		<b>\$ 8,195,420</b>	<b>\$ 8,957,860</b>	<b>\$ 9,116,925</b>	<b>\$ 9,480,242</b>	<b>\$ 522,382</b>	<b>\$ 9,817,263</b>
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**OVERVIEW:** This activity enhances public safety through preventive patrol, emergency response, crime investigation, and public education.

**POLICE**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	4,470,685	4,947,866	4,921,964	4,816,583
Contractual & supply service	1,213,671	1,263,119	1,261,599	1,223,409
Capital outlay	433,282	195,931	195,930	192,490
<b>Total expenditures</b>	<b>\$ 6,117,638</b>	<b>\$ 6,406,916</b>	<b>\$ 6,379,493</b>	<b>\$ 6,232,482</b>
Fees	29,195	31,000	24,000	25,000
Grants	58,223	10,000	90,000	30,000
Other	594,215	580,793	584,520	570,889
<b>Total revenue</b>	<b>\$ 681,633</b>	<b>\$ 621,793</b>	<b>\$ 698,520</b>	<b>\$ 625,889</b>
<b>Net amount supported by property taxes</b>	<b>\$ 5,436,005</b>	<b>\$ 5,785,123</b>	<b>\$ 5,680,973</b>	<b>\$ 5,606,593</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$43,900 in contributions to other agencies, which reflects a lower amount expected to be paid for Westcom joint dispatch services. These figures are based on budget projections from Westcom.
- ↑ An increase of \$54,200 in pension costs, which reflects a higher contribution rate in effect for the year for all officers. Contribution rates went from 19.9% to 24.76% of base salary. This increase is offset by the portion of pension costs funded by the Police & Fire Retirement tax levy, which is shown later in the Public Safety section of this budget document.
- ↑ An increase of \$14,500 in training and development, which reflects a reallocation of training funds within the department to focus on police core functions, cross-training and skill development.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Additional officers are required to meet the needs of the growing community.
- ❖ Additional civilian staff is required to meet the needs of the growing community.
- ❖ Staff has outgrown the current fleet. Additional vehicles are needed to be placed in the Equipment Replacement Fund.
- ❖ The 411 retirement system continues to predict steep increases in City contributions over the next 5-7 years to fund the pension system.
- ❖ Public safety communication system will require infrastructure replacement within five years.

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**FUNCTION: Public Safety**  
**ACTIVITY: Police**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: Enhance public safety and improve the quality of life for Urbandale residents through the effective prevention and investigation of criminal activities within the City.**

PERFORMANCE OBJECTIVES:

1. Provide an effective crime deterrent through the use of innovative patrol tactics, professional C.S.I. services, efficient investigative practices and the incorporation of technology; to enhance service capabilities and reduce labor hours necessary to complete routine job functions of all personnel.
2. Deploy the Department's resources so that all divisions are effective in their basic service delivery and enhance the total effectiveness of the department's mission.
3. Increase the effectiveness of all police personnel by providing the training and equipment that advances their professionalism and service delivery to the community.
4. Reduce the risk of criminal activity by offering a variety of community education and crime prevention programs targeted towards potential victims of crimes as well as individuals at risk of committing crimes (e.g., Community Crime Eye Programs, Urbandale Juvenile Restorative Justice Program, D.A.R.E. , Bicycle and Pedestrian Safety Programs).
5. Encourage the public's involvement in preventing and investigating crime through the two-way sharing of information through a variety of media (e.g., Internet, Radio, Newspaper, Television, Community Crime Eye Programs, Crimestoppers, etc.).

**GOAL: Continually seek to improve the effectiveness and efficiency of the Department through appropriate partnerships with other law enforcement agencies.**

PERFORMANCE OBJECTIVES:

1. Leverage partnerships to provide joint training and other opportunities for skill development and information sharing.
2. Coordinate with partner agencies to share resources and increase effectiveness through coalitions such as the Westcom Dispatch Center, Narcotics Task Forces, Suburban Emergency Response Team (SERT), Intelligence Sharing Services, Traffic Safety Programs, etc.

**GOAL: Seek to improve departmental efficiency and effectiveness through the continuous review and improvement of internal procedures.**

PERFORMANCE OBJECTIVES:

1. Maintain departmental rules, regulations, and standard operating procedures to ensure compliance with legislative and contractual requirements. Provide regular review of these items in insure "Best Practices" of the profession are maintained.
2. Hold regular meetings between the labor-management teams to enhance participatory management opportunities.
3. Incorporate technology to improve department efficiency and lower labor costs.

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**FUNCTION: Public Safety**  
**ACTIVITY: Police**

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**GOAL: Provide service to the residents of Urbandale based on the principles of stewardship and Integrity. Service Built on Integrity**

PERFORMANCE OBJECTIVES:

1. Insure that prudent and conservative practices are employed with all city resources.
2. Continually review and manage the budget to maximize the benefit of any expenditure.
3. Employ management practices that utilize available funds to maximize service delivery for our residents.

**GOAL: Create innovative programs and initiatives to meet the strategic priorities established by the Urbandale City Council.**

PERFORMANCE OBJECTIVES:

1. Conduct annual reviews of the Urbandale City Council's strategic priorities.
2. Incorporate the City Council's strategic priorities into the department's own priorities.
3. Develop initiatives to accomplish the department's strategic priorities.
4. Annually report on the progress of the department's efforts towards strategic priorities.

**GOAL: Prevent crime and improve safety by advancing collaborative efforts between our residents and other government agencies.**

PERFORMANCE OBJECTIVES:

1. Develop strategic initiatives that enhance community policing.
2. Utilize the initiatives to increase visibility and contact between police and residents.
3. Form non-traditional collaborations to increase cultural and community partnerships.
4. Partner with other governmental agencies focused on community policing concepts.

**GOAL: Create an atmosphere of collaboration that will primarily focus on prevention, rather than reaction to crime issues within the City.**

PERFORMANCE OBJECTIVES:

1. Community policing allows residents and police to become pro-active against crime.
2. Prevention efforts via community policing improves quality of life issues for the community.
3. Collaborative efforts between residents and their police officers form communication networks that deter crime.

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**FUNCTION: Public Safety**  
**ACTIVITY: Police**

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**GOAL: Provide cost-efficient solutions for the effective delivery of police services to the community.**

PERFORMANCE OBJECTIVES:

1. Training and education are essential to incorporating “Best Practice” policies. Individual skill sets are expanded through the training and education of all staff. Management will insure that department instructors and personnel are kept current in the varied skill sets necessary to run a professional police organization.
2. The Commission on Accreditation for Law Enforcement Agencies (C.A.L.E.A.) provides qualitative and quantitative methods for determining if the most cost-efficient solutions are being incorporated into the delivery of police services. The Urbandale Police Department will seek C.A.L.E.A. accreditation to meet the professional standards expected of any modern, progressive police agency.

**GOAL: Establish community coalitions between the police department members and the residents we serve, as a transformational force towards positive change within our community.**

PERFORMANCE OBJECTIVES:

1. Community policing is advanced through partnership between police and residents. We will accomplish this goal by formulating partnerships with neighborhood associations, and fraternal and club organizations.
2. Within the community, we will liaison with cultural, religious and business organizations to build partnerships between the residents and police.

**PERFORMANCE MEASURES**

	<b>07-08</b> <b><u>Actual</u></b>	<b>08-09</b> <b><u>Actual</u></b>	<b>09-10</b> <b><u>Actual</u></b>	<b>10-11</b> <b><u>Estimate</u></b>	<b>11-12</b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Total calls for service*	46,650	47,184	37,378	41,115	45,226
Total vehicular accidents	798	853	824	865	870
Total criminal incident reports	3,782	3,783	3,439	3,610	3,790
Total number of traffic tickets issued	7,700	5,636	4,396	4,615	4,846
Total number of traffic warnings issued	2,398	2,365	2,559	2,681	2,815
Total number of stationary traffic patrols	N/A	608	132	147	164
<b><u>Community Policing</u></b>					
Total juvenile clients referred to <i>Restorative Justice</i> **	N/A	131	N/A	153	165
Total juvenile clients referred to <i>Rethinking Drinking</i> ***	N/A	127	N/A	134	147
Total number of public outreach functions	N/A	90	N/A	62	71
Total number of neighborhood block parties attended by patrol units	N/A	27	N/A	20	22
<b><u>Quality of Life</u></b>					
Total noise complaints	341	408	318	333	349
Total animal complaints	732	695	709	744	782
Total parking complaints	1,495	1,316	649	681	715
<b><u>Training</u></b>					
Total hours of required training	N/A	3,772	5,052	5,074	6,123
<b><u>Reporting</u></b>					
Total violent crimes**** reported	83	164	54	60	74
Total property crimes reported	967	905	790	832	998
<b><u>Arrests</u></b>					
Total adult arrests	1,052	1,205	754	791	830
Total juvenile arrests	160	188	239	250	266
Total DUI arrests	104	137	146	153	161
<b><u>Efficiency Measures</u></b>					
Average response time priority 1 (minutes) ^ (i.e. Robbery, Burglary, Emergencies)	6:09	5:20	7:00	7:20	7:25
Average response time priority 2 (minutes) ^ (i.e. Criminal Reports, Non-Emergencies)	6:24	6:35	11:35	11:47	12:01
Average response time priority 3 (minutes) ^ (i.e. All Other Reports)	6:48	7:57	12:03	12:13	12:30
<b><u>Staffing</u></b>					
Sworn FTEs per 1,000 population	1.24	1.27	1.12	1.12	1.10
<i>Median for CPM cities 25-100K</i>	2.13	1.67	2.17		
Percent of Patrol Shifts at basic minimum	N/A	63%	43%	43%	50%
Percent of Patrol Shifts above basic minimum	N/A	37%	34%	34%	40%

**FUNCTION: Public Safety**  
**ACTIVITY: Police**

	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<u>Fleet</u>					
Total fuel usage (gallons)	N/A	N/A	N/A	28,045	29,622
<u>Training</u>					
Total specialized training hours (all personnel)	N/A	1,918	N/A	2,857	2,934
<u>Community &amp; Government Coalitions</u>					
Total number of intergovernmental partnerships	N/A	28	28	30	32
<u>Strategic Priorities (Yes/No)</u>					
Conducted annual review of City Council priorities	N/A	N/A	Yes	Yes	Yes
Conducted annual review of Department priorities	N/A	N/A	Yes	Yes	Yes
<u>Outcome Measures</u>					
Major crimes reported per 1,000 population	27.6%	28.1%	20.0%	19.5%	20.0%
Seatbelt compliance rating	N/A	90%	93%	94%	95%
<i>National Average</i>	N/A	80%	83%	87%	90%
<u>CIPA Measures</u>					
Citizen survey respondents who feel "safe" or "very safe" in their neighborhood during the day.	N/A	N/A	97%	N/A	> 95%
Citizen survey respondents who feel "safe" or "very safe" in their neighborhood during the night.	N/A	N/A	91%	N/A	> 95%
Number of actionable citizen complaints against the Police Department	0	0	0	0	0

NR Not Reported

^ Dispatched to arrival time

\* Reporting criteria changed by dispatch center (i.e. included officer initiated calls for service)

\*\* Programs designed to divert first-time juvenile offenders out of formal court proceedings

\*\*\* Programs designed to divert first-time juvenile alcoholic drinkers out of formal court proceedings

\*\*\*\* Reporting criteria changed to include break-ins in Major Crimes

<b>PUBLIC SAFETY</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>110 POLICE</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 2,939,705	\$ 3,340,911	\$ 3,250,911	\$ 3,305,372	\$ (35,539)	\$ 3,301,744
02	Overtime	201,773	162,000	252,000	200,400	38,400	214,000
03	Part-time	66,394	69,800	64,000	67,300	(2,500)	69,800
04	Witness fees	678	1,500	500	900	(600)	1,000
06	FICA	53,074	61,617	60,617	65,290	3,673	65,796
07	Retirement - IPERS	25,808	25,719	20,000	21,898	(3,821)	24,545
08	Pension - net of 411 fund expen	463,310	596,379	596,379	650,581	54,202	690,341
09	Group insurance	708,614	664,557	664,557	479,042	(185,515)	488,623
10	Unemployment	-	-	-	-	-	-
11	Allowance	11,329	25,383	13,000	25,800	417	26,000
<b>Sub-Total</b>		<b>\$ 4,470,685</b>	<b>\$ 4,947,866</b>	<b>\$ 4,921,964</b>	<b>\$ 4,816,583</b>	<b>\$ (131,283)</b>	<b>\$ 4,881,849</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 34	\$ 2,200	\$ 2,200	\$ 2,200	\$ -	\$ 2,200
22	Recruitment	-	-	-	6,650	6,650	6,650
23	Professional services	9,797	25,000	15,000	23,490	(1,510)	28,000
24	Contributions to other agencies	724,133	777,899	777,899	733,999	(43,900)	736,000
27	Data processing	89,216	57,587	60,000	56,410	(1,177)	62,000
28	Dues and memberships	3,920	7,000	7,000	5,060	(1,940)	5,800
29	Insurance	35,194	-	-	-	-	-
32	Uniforms and laundry	30,362	27,300	40,000	30,400	3,100	30,000
35	Printing and copying	11,182	9,500	11,000	9,500	-	9,500
40	Building and grounds maint.	59,750	51,120	58,000	50,120	(1,000)	51,000
41	Vehicle and equipment maint.	12,697	19,000	12,000	15,500	(3,500)	17,500
46	Training and development	22,064	32,000	44,000	45,405	13,405	43,000
48	Utility service	69,395	69,125	62,000	65,725	(3,400)	66,000
49	Petty cash	173	300	300	300	-	300
51	Maintenance supplies	2,118	2,500	2,000	2,500	-	2,600
54	Minor equipment	5,793	2,500	2,500	500	(2,000)	2,500
55	DARE expenditures	3,573	4,000	4,000	4,000	-	4,000
56	Vehicle maintenance supplies	8,261	18,100	12,000	13,000	(5,100)	14,000
57	Vehicle operation supplies	65,716	89,350	80,000	85,000	(4,350)	85,000
58	Office supplies	13,053	9,000	8,000	9,000	-	9,500
59	Operating supplies	40,917	55,938	60,000	59,600	3,662	54,000
60	Safety and medical supplies	6,323	3,700	3,700	5,050	1,350	3,200
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 1,213,671</b>	<b>\$ 1,263,119</b>	<b>\$ 1,261,599</b>	<b>\$ 1,223,409</b>	<b>\$ (39,710)</b>	<b>\$ 1,232,750</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 32,865	\$ 40,000	\$ 40,000	\$ 31,600	\$ (8,400)	\$ 40,000
72	Furniture and fixtures	4,940	-	-	-	-	2,500
73	Equipment replacement fund	147,797	135,931	135,930	140,890	4,959	145,224
74	Forfeited property	247,680	20,000	20,000	20,000	-	20,000
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 433,282</b>	<b>\$ 195,931</b>	<b>\$ 195,930</b>	<b>\$ 192,490</b>	<b>\$ (3,441)</b>	<b>\$ 207,724</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>POLICE</b>		<b>\$ 6,117,638</b>	<b>\$ 6,406,916</b>	<b>\$ 6,379,493</b>	<b>\$ 6,232,482</b>	<b>\$ (174,434)</b>	<b>\$ 6,322,323</b>

**FUNCTION: Public Safety**  
**ACTIVITY: Police**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	47 officers, 4 office staff; performance bonus -11 staff, 4 civilians	\$ 3,305,372
02	Overtime pay – patrol minimum staffing requirements per shift (18.66% of all shifts)	\$ 100,000
	Holiday pay @ double time	\$ 27,800
	Holiday pay @ 1.5 time	\$ 23,000
	Court testimony and on-call pay	\$ 6,700
	Miscellaneous OT for arrests, casework, investigations	\$ 23,300
	Special Event – 4 <sup>th</sup> of July celebration	\$ 6,600
	SERT training & missions	\$ 3,000
	GTSB traffic enforcement operations	\$ 10,000
	DEA assigned overtime (1)	\$ 20,000
	M.I.N.E. task force overtime (2)	\$ 10,000
	DEA and M.I.N.E overtime reimbursements	\$ (30,000)
03	Crossing guards (10) and matrons	\$ 67,300
04	Witness fees	\$ 900
06	FICA	\$ 65,290
07	IPERS	\$ 21,898
08	Contribution rate for police pension fund (24.76%), net of \$109,822 covered in 411 Fund expenses	\$ 650,581
09	Group insurance	\$ 479,042
11	Uniform maintenance allowance for 47 officers @ \$364 each per year	\$ 17,100
	Spot awards	\$ 300
	Plain clothes allowance for 17 officers	\$ 5,100
	Vehicle allowance - Chief	\$ 3,300
21	Newspaper advertisements and official publications	\$ 2,200
22	Recruitment expenses (advertising, background checks, civil service testing, POST test)	\$ 4,650
	Pre-employment physical, MMPI evaluation, drug screen (2)	\$ 2,000
23	Interpreters	\$ 750
	Radio and equipment maintenance contracts	\$ 10,000
	Pagers	\$ 2,500
	Records retention storage fees	\$ 1,700
	Copier maintenance agreement	\$ 5,040
	Security monitoring system	\$ 1,000
24	Westcom operations	\$ 645,000
	Urbandale Restorative Justice program (\$200 per child)	\$ 33,304
	Regional Homeland Security	\$ 54,070
	Polk County Crime Stoppers	\$ 1,000

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	DNR Annual Deer Aerial Survey	\$ 625
27	Computer forensic equipment supplies	\$ 3,000
	ShieldWare RMS agreement	\$ 4,400
	SUGA Sungard maintenance agreement	\$ 3,310
	Employee Training Records Management software	\$ 3,895
	MdE Adore FTO software maintenance agreement	\$ 385
	Line lease state terminal	\$ 6,000
	Net Motion licensing agreement	\$ 2,100
	ID Card Printer – hardware maintenance agreement	\$ 840
	ID Card Printer – software maintenance agreement	\$ 400
	Bar code scanners & signature pad (jail & patrol)	\$ 5,568
	Computers (2) Evidence and Property Control	\$ 3,200
	HP LA1951g monitor for Evidence computer	\$ 400
	Printer – replacement for administrative wing	\$ 4,000
	ESRI ArcView maintenance agreement	\$ 350
	Laser Fiche maintenance service contract	\$ 1,000
	CLEAR – Investigative Repository	\$ 2,832
	Desktop Computer Replacements (5)	\$ 6,000
	Live Scan – maintenance agreement	\$ 1,730
	Annual subscription to CrimeReports.com (public records access software)	\$ 1,200
	Evidence Software annual maintenance agreement	\$ 3,200
	IACP.Net annual subscription	\$ 800
	Sprint cards – wireless connections	\$ 1,200
	GPS tracking device – air time	\$ 600
28	Iowa Death Investigators Association (6)	\$ 150
	International Association of Chiefs of Police (5)	\$ 600
	Des Moines Rifle & Revolver Club	\$ 390
	National Identification Officers Association (2)	\$ 100
	Iowa Peace Officers Executive Forum (1)	\$ 45
	Iowa Reserve Police Officers Association (20)	\$ 300
	National Association of Field Training Officers (5)	\$ 200
	International Association Computer Investigation Specialists	\$ 60
	International Association Property Evidence Techs (2)	\$ 100
	Forensic Association of Computer Technicians	\$ 400
	Miscellaneous reports, journals, professional publications	\$ 1,700
	National Tactical Officers Association – team membership	\$ 350

**FUNCTION: Public Safety**  
**ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	International Association of Certified Fraud Investigators	\$ 150
	International Association of Financial Crime Investigators	\$ 65
	High Tech Crime Consortium (1)	\$ 25
	K-9 Heart of America Police Dog Association	\$ 125
	MOCIC Agency Membership – renewal	\$ 200
	International Association of Property Evidence Technicians (2)	\$ 100
32	Uniform replacement	\$ 14,200
	Ballistic Vests – (12) replacements for FY11-12	\$ 8,200
	Reserve uniform replacement	\$ 1,000
	Crossing guard uniform replacement	\$ 1,000
	S.E.R.T. replacement uniforms	\$ 5,000
	Patrol bicycle uniforms	\$ 1,000
35	Printing forms	\$ 1,000
	Training manuals	\$ 600
	Shipping charges	\$ 500
	Citation printing	\$ 2,500
	Notary Public – renewals	\$ 400
	Postage	\$ 4,500
40	Building custodial services contract	\$ 41,820
	Miscellaneous building repairs	\$ 7,500
	Pest control	\$ 800
41	Fees for service and shop work, uninsured body work, miscellaneous repairs	\$ 15,500
46	Iowa Sex Crimes Investigators conference (1)	\$ 250
	Iowa Association of Ident Officers (2)	\$ 300
	L.E.I.N. Training conference (2)	\$ 300
	MOCIC Training conference (2)	\$ 1,750
	International Association Chiefs of Police conference (3)	\$ 3,400
	Iowa Chiefs of Police Association conference	\$ 200
	LEIN Basic Intelligence school (1)	\$ 250
	Iowa Death Investigators Training conference (4)	\$ 500
	I.L.E.A. Advanced & Recertification Instructor schools	\$ 5,500
	I.L.E.A. Basic Academy training (2)	\$ 16,000
	Civilian employees training seminars (4)	\$ 1,000
	3 <sup>rd</sup> Annual Open Records Symposium (Host)	\$ 250
	Police Officers Patrol Bicycle Training conference (2)	\$ 500
	School Resource Officers Training conference (1)	\$ 800

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Iowa Police Reserve Officers annual training conference (4)	\$ 200
	Advanced Crash Management course (3 <sup>rd</sup> of 5 required classes)	\$ 2,500
	CALEA Accreditation conference (2)	\$ 1,500
46 cont.	Sungard Public Safety User Group technical training seminar (1)	\$ 625
	Midwest Regional Community Policy and Crime Prevention conference (1)	\$ 530
	Managing – Supervising Field Training Programs (1)	\$ 1,400
	Lifesavers Conference, Orlando, Fl. (reimbursement via GTSB grant – 100%)	\$ 1,500
	Legal updates – County Attorney's Association (4)	\$ 200
	Internal Affairs Management school (1)	\$ 1,750
	Forensic Assoc. Computer Techs training (1)	\$ 400
	SERT Advanced Instructor school (1)	\$ 2,000
	Rentals – specialized training venues (Camp Dodge, MAC Mount, Brownell's)	\$ 1,800
48	Utilities, heating, lights and cooling	\$ 34,000
	Telephone service	\$ 24,000
	Cell phone service	\$ 5,000
	Language Line interpreter service	\$ 225
	Water service	\$ 2,500
49	Petty cash	\$ 300
51	Custodial supplies	\$ 2,500
54	Miscellaneous minor equipment	\$ 500
55	D.A.R.E. program expenditures	\$ 4,000
56	Replacement tires, batteries, parts, etc.	\$ 11,000
	Police bicycle maintenance and equipment	\$ 1,000
	Motorcycle maintenance – oil changes, tune-ups, etc.	\$ 1,000
57	Gasoline - fleet	\$ 80,650
	Oil and grease	\$ 2,500
	Transmission oil	\$ 500
	Anti-freeze	\$ 500
	Gas line de-icer and windshield solvent	\$ 850
58	Office supplies	\$ 9,000
59	Child safety & crime prevention badges	\$ 400
	Investigative funds (formerly drug unit expenses)	\$ 4,500
	C.S.I. & polygraph supplies	\$ 3,250
	Ident-A-Kit rental	\$ 750
	Community Crime Eye program supplies (brochures, bags, handouts, etc.)	\$ 2,000
	Car wash tickets	\$ 2,500

**FUNCTION: Public Safety****ACTIVITY: Police**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Qualification, training and service ammunition	\$ 24,000
	Chemical agents - replacement	\$ 6,200
	Range supplies – firearms cleaning supplies, targets, etc.	\$ 3,600
	Vehicle towing and impoundment	\$ 8,000
	Taser cartridges	\$ 1,500
	K-9 food & vet supplies	\$ 1,000
	Alco-sensor mouthpieces (disposable)	\$ 700
	National Night Out supplies	\$ 1,200
60	General fire & safety supplies	\$ 500
	Protective eyewear and hearing equipment	\$ 400
	Supplies for general first aid	\$ 150
	Jail medical supplies	\$ 200
	Safety program supplies	\$ 250
	Field cleanser kits for blood borne pathogen contamination	\$ 500
	Combat tourniquets & blood stopper kits	\$ 300
	N-95 filtration masks	\$ 250
	Injured officers – return to work medical review	\$ 2,000
	Latex gloves	\$ 500
71	Equipment transfer- patrol vehicles (5)	\$ 10,000
	Patrol vehicle markings (5)	\$ 2,500
	Equipment transfers – unmarked vehicles (2)	\$ 1,200
	Patrol Camera System (2)	\$ 12,000
	Digital Image Camera – Forensic Microscope	\$ 2,400
	S.E.R.T. Replacement Equipment	\$ 3,500
73	Equipment Replacement Fund contribution	\$ 140,890
74	Miscellaneous equipment – forfeiture fund purchases	\$ 20,000

**OVERVIEW:** This activity provides for the overall protection of life and property through public education and professional, timely emergency medical response.

**FIRE/EMS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,697,278	1,876,860	2,076,065	2,297,596
Contractual & supply service	261,361	290,675	317,763	301,435
Capital outlay	68,099	84,436	71,936	89,579
<b>Total expenditures</b>	<b>\$ 2,026,738</b>	<b>\$ 2,251,971</b>	<b>\$ 2,465,764</b>	<b>\$ 2,688,610</b>
Fees	533,848	610,000	500,000	500,000
Grants	-	-	262,181	475,000
Other	133,443	127,694	142,825	153,526
<b>Total revenue</b>	<b>\$ 667,291</b>	<b>\$ 737,694</b>	<b>\$ 905,006</b>	<b>\$ 1,128,526</b>
<b>Net amount supported by property taxes</b>	<b>\$ 1,359,447</b>	<b>\$ 1,514,277</b>	<b>\$ 1,560,758</b>	<b>\$ 1,560,084</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase in personnel services, which reflects the prior year addition of 10 new staff, bringing total staffing up to 27 full time Fire/EMS positions. The 6 new positions that are being funded by the SAFER grant will be 100% offset with federal grant revenues for the first 2 years (FY2010-11 & FY2011-12), but will be fully funded by the City in year #3.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ This budget does not include the budget amount for FCC required narrow banding of our VHF frequencies. This project must be completed by December 31, 2012.
- ❖ Maintaining adequate response capabilities continues to be the top priority.
- ❖ The replacement of self-contained breathing apparatus to meet new standards, which is being pursued through the CIP and with the pursuit of a grant.
- ❖ The possible construction of housing quarters for part-time members who agree to live at the fire station in return for services provided should be considered.
- ❖ The cost of maintaining a part-time staffing configuration versus the cost of full-time staffing.
- ❖ The future addition of a third fire station to allow adequate coverage and response times.
- ❖ The addition of an EMS Assistant Chief to oversee the department's EMS operations including a required medical quality improvement/quality assurance program.

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**FUNCTION: Public Safety**  
**ACTIVITY: Fire/EMS**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To enhance public safety and to protect property through an effective fire prevention and suppression program.**

PERFORMANCE OBJECTIVES:

1. Recruit, train, equip and deploy an adequate complement of staff to be able to respond to fire emergencies at all times with an pumper and one ambulance form both of our stations.
2. Maintain vehicles and equipment to allow a prompt and safe response to fire emergencies.
3. Implement policies and procedures to ensure that response times meet established standards.
4. Provide opportunities for residents and business owners to learn how to prevent fire emergencies.
5. Reduce the risk of fire emergencies through the enforcement of applicable fire codes and standards.

**GOAL: Protect the health and safety of members of the Fire Department through the use of appropriate equipment and training programs.**

PERFORMANCE OBJECTIVES:

1. Implement and maintain industry-standard safety programs and procedures.
2. Provide and maintain personal protective equipment according to manufacturers' and industry standards.

**GOAL: To enhance public safety and to improve the quality of life through the implementation of a complete professional EMS program.**

PERFORMANCE OBJECTIVES:

1. Recruit, train, equip and deploy adequate staffing to be able to respond to EMS emergencies at all times.
2. Maintain vehicles and equipment to allow staff to respond to an EMS emergency promptly and safely.
3. Implement policies and procedures to ensure that response times meet established standards.
4. Provide opportunities for residents and business owners to learn about emergency preparedness.

**FUNCTION: Public Safety**  
**ACTIVITY: Fire/EMS**

**GOAL: Protect the health and safety of members of the Fire Department through the use of appropriate equipment and training programs.**

PERFORMANCE OBJECTIVES:

1. Implement and maintain industry-standard safety programs and procedures.
2. Provide and maintain personal protective equipment according to manufacturers' and industry standards.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Fire inspections performed	176	166	17	215	225
Pre-incident plans prepared	36	50	60	35	50
Total structure fire incidents	48	34	40	40	<40
Total number of fire incident false alarms	276	288	290	280	<250
Total hazardous materials incidents	46	49	50	42	<50
Total responses	2,403	2,496	2,500	2,550	N/A
EMS responses	1,824	1,804	1,825	1,800	1,850
<i><u>Efficiency Measures</u></i>					
Percent of emergency calls with a response time of 7 minutes or less	50%	61%	60%	65%	80%
Percent of fire incident calls with a response time of 7-minutes or less	33%	48%	48%	65%	80%
Percent of fire incident calls with a response time of 5-minutes or less	11%	15%	18%	28%	80%
<i><u>Outcome Measures</u></i>					
Percent of EMS responses that receive paramedic-level care	97%	98%	98%	98%	98%
Citizen survey satisfaction rating for ambulance or emergency medical services	N/A	N/A	95%	N/A	>98%
Fire incident injuries	0	0	2	3	0
Citizen survey satisfaction rating for fire services	N/A	N/A	95%	N/A	> 95%

<b>PUBLIC SAFETY</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 150 FIRE/EMS

### PERSONAL SERVICES

01	Salaries	\$ 857,586	\$ 1,166,258	\$ 1,368,323	\$ 1,513,936	\$ 347,678	\$ 1,521,680
02	Overtime	42,385	59,000	54,500	55,000	(4,000)	57,000
03	Part-time	304,090	359,250	359,250	395,638	36,388	396,073
04	Witness fees	-	-	-	-	-	-
06	FICA	19,740	25,836	28,779	30,660	4,824	31,075
07	Retirement - IPERS	26,498	37,663	39,113	43,279	5,616	44,311
08	Pension - net of 411 fund expen	139,086	2,504	-	-	(2,504)	-
09	Group insurance	307,803	225,949	225,950	258,683	32,734	263,856
10	Unemployment	-	-	-	-	-	-
11	Allowance	90	400	150	400	-	400
<b>Sub-Total</b>		<b>\$ 1,697,278</b>	<b>\$ 1,876,860</b>	<b>\$ 2,076,065</b>	<b>\$ 2,297,596</b>	<b>\$ 420,736</b>	<b>\$ 2,314,395</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 60	\$ 1,000	\$ -	\$ -	\$ (1,000)	\$ -
22	Recruitment	-	-	-	6,310	6,310	6,500
23	Professional services	19,203	21,700	21,700	21,700	-	21,700
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	15,130	3,400	5,113	7,050	3,650	4,950
28	Dues and memberships	2,024	1,475	1,475	1,475	-	1,520
29	Insurance	8,818	-	-	-	-	-
32	Uniforms and laundry	5,577	26,000	26,000	26,000	-	27,000
35	Printing and copying	2,204	4,300	4,300	4,300	-	4,300
40	Building and grounds maint.	21,325	13,800	13,800	13,000	(800)	13,800
41	Vehicle and equipment maint.	43,877	38,500	38,500	38,500	-	38,000
46	Training and development	19,257	23,000	48,100	22,000	(1,000)	25,000
48	Utility service	38,533	41,100	40,000	40,000	(1,100)	42,500
49	Petty cash	-	100	75	100	-	100
51	Maintenance supplies	1,851	2,000	2,000	2,000	-	2,500
54	Minor equipment	5,502	17,500	17,500	17,500	-	17,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	4,448	6,450	6,450	6,450	-	6,450
57	Vehicle operation supplies	22,989	27,300	29,700	32,000	4,700	33,000
58	Office supplies	1,995	3,250	3,250	3,250	-	3,500
59	Operating supplies	35,941	35,500	35,500	35,500	-	37,500
60	Safety and medical supplies	12,627	24,300	24,300	24,300	-	25,500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 261,361</b>	<b>\$ 290,675</b>	<b>\$ 317,763</b>	<b>\$ 301,435</b>	<b>\$ 10,760</b>	<b>\$ 311,320</b>

### CAPITAL OUTLAY

71	Equipment	\$ 1,856	\$ 12,500	\$ -	\$ 3,500	\$ (9,000)	\$ 48,500
72	Furniture and fixtures	-	-	-	4,079	4,079	-
73	Equipment replacement fund	66,243	71,936	71,936	82,000	10,064	80,900
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 68,099</b>	<b>\$ 84,436</b>	<b>\$ 71,936</b>	<b>\$ 89,579</b>	<b>\$ 5,143</b>	<b>\$ 129,400</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>FIRE/EMS</b>		<b>\$ 2,026,738</b>	<b>\$ 2,251,971</b>	<b>\$ 2,465,764</b>	<b>\$ 2,688,610</b>	<b>\$ 436,639</b>	<b>\$ 2,755,115</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Fire/EMS**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Professional personnel (27), department secretary and performance bonus	\$ 1,513,936
02	Overtime	\$ 55,000
03	Compensation – volunteer officers, volunteer firefighters, part-time firefighters/paramedics	\$ 395,638
06	FICA	\$ 30,660
07	IPERS	\$ 42,279
08	Pension – total cost of \$358,178, fully covered in 411 Fund expenses	\$ 0
09	Group insurance	\$ 258,683
11	On the spot awards	\$ 400
22	Recruitment	\$ 6,310
23	Pager purchase/contract	\$ 1,800
	SCBA fill station maintenance	\$ 1,600
	Annual ladder testing	\$ 2,700
	Annual pump testing	\$ 2,000
	Cardiac Monitors Calibration/PM	\$ 2,100
	Annual SCBA flow testing	\$ 2,500
	Medical Director fee	\$ 9,000
27	Software maintenance (FireHouse Records Management software)	\$ 2,100
	Medical billing software updates	\$ 1,000
	Computer	\$ 1,600
	Scheduling software	\$ 1,000
	Net Motion Maintenance	\$ 1,350
28	Iowa Firefighters Association	\$ 20
	Iowa Fire Chief's Association	\$ 50
	Hawkeye Fire Safety Association	\$ 25
	Polk County Fire Chiefs	\$ 25
	Polk County Firefighters Association	\$ 25
	International Fire Service Instructor's Association	\$ 75
	National Fire Protection Association	\$ 270
	International Association of Fire Chiefs	\$ 285
	Iowa Fire Service Instructors Association	\$ 70
	International Code Council	\$ 110
	IA EMS Association	\$ 350
	Academy of Professional Coders	\$ 120
	Central Iowa EMS Directors	\$ 50
32	Personal equipment and uniforms (coats, pants, boots, etc)	\$ 26,000

**FUNCTION: Public Safety****ACTIVITY: Fire/EMS**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
35	Printing, copying and postage	\$ 4,300
40	Building & grounds maintenance: cleaning contract, pest control, and supplies	\$ 2,000
	Facility repairs and maintenance	\$ 10,200
	Generator service	\$ 625
	Sprinkler contract	\$ 175
41	Vehicle repair and maintenance by outside firms	\$ 38,500
46	Classes, certifications and development	\$ 7,000
	Equipment and materials	\$ 1,500
	Fire prevention materials	\$ 1,500
	Training facility maintenance	\$ 4,000
	EMS training programs and continuing education	\$ 6,500
	EMS training materials and supplies	\$ 1,500
48	Telephone, data, heating and air conditioning, water service	\$ 40,000
49	Reimburse petty cash	\$ 100
51	Batteries, paint, hardware supplies, exterior bulb replacement, janitorial supplies	\$ 2,000
54	Minor Equipment (hoses, nozzles, air bags, etc.)	\$ 17,500
56	Vehicle maintenance supplies	\$ 6,450
57	Gas, oil, grease	\$ 32,000
58	Office supplies	\$ 3,250
59	Operating supplies	\$ 3,225
	NFPA standards subscription on CD	\$ 775
	Rescue supplies/equipment	\$ 31,500
60	Respirator protection program, including medical evaluations	\$ 12,300
	Corrective lenses for SCBA	\$ 200
	TB tests and physicals, hepatitis shots	\$ 9,800
	Flu shots	\$ 2,000
71	Co-Oximeter	\$ 3,500
72	Furniture and fixtures	\$ 4,079
73	Equipment Replacement Fund contribution	\$ 82,000

**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

**OVERVIEW:** This activity enhances public safety through the early warning of natural and other disasters.

**EMERGENCY PREPAREDNESS**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	12,844	13,325	13,176	13,325
Capital outlay	7,794	-	-	32,325
<b>Total expenditures</b>	<b>\$ 20,638</b>	<b>\$ 13,325</b>	<b>\$ 13,176</b>	<b>\$ 45,650</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	1,359	756	763	2,607
<b>Total revenue</b>	<b>\$ 1,359</b>	<b>\$ 756</b>	<b>\$ 763</b>	<b>\$ 2,607</b>
<b>Net amount supported by property taxes</b>	<b>\$ 19,279</b>	<b>\$ 12,569</b>	<b>\$ 12,413</b>	<b>\$ 43,043</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$32,325 in equipment represents the necessary siren upgrades for to meet FCC requirements on narrow banding.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The replacement of an existing siren that has reached the end of useful life.
- ❖ The expansion of our storm warning system including the possible purchase of up to three additional storm sirens.

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**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To protect the public safety by maintaining and operating a siren warning system to warn the community of potential disasters.**

PERFORMANCE OBJECTIVES:

1. Ensure maximum coverage of the warning siren system by analyzing current and proposed siren locations.
2. Reduce costs by partnering with neighboring communities to install new sirens when necessary.
3. Ensure proper working order of the warning siren system through a regular testing procedure and by repairing malfunctioning sirens whenever necessary.
4. Evaluate the City's disaster plan, update as necessary and distribute copies to all city departments and appropriate individuals.

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**PERFORMANCE MEASURES**

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	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Monthly siren tests	11	11	12	12	12
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for emergency preparedness services	N/A*	N/A	73%	N/A	> 95%

\*The survey conducted in FY09-10 was the first year this service was measured.

<b>PUBLIC SAFETY</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## **180 EMERGENCY PREPAREDNESS**

<b>PERSONAL SERVICES</b>						
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-
03	Part-time	-	-	-	-	-
04	Witness fees	-	-	-	-	-
06	FICA	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-
08	Pension	-	-	-	-	-
09	Group insurance	-	-	-	-	-
10	Unemployment	-	-	-	-	-
11	Allowance	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-
23	Professional services	-	-	-	-	-
24	Contributions to other agencies	8,174	8,325	8,176	8,325	8,325
27	Data processing	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	2,560	2,500	2,500	2,500	2,500
46	Training and development	-	-	-	-	-
48	Utility service	2,110	2,500	2,500	2,500	2,500
49	Petty cash	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-
54	Minor equipment	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-
58	Office supplies	-	-	-	-	-
59	Operating supplies	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-
61	Refunds	-	-	-	-	-
<b>Sub-total</b>		\$ 12,844	\$ 13,325	\$ 13,176	\$ 13,325	\$ -
<b>CAPITAL OUTLAY</b>						
71	Equipment	\$ 7,794	\$ -	\$ -	\$ 32,325	\$ 32,325
72	Furniture and fixtures	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-
74	Office equipment	-	-	-	-	-
75	Operating equipment	-	-	-	-	-
76	Property improvements	-	-	-	-	-
77	Economic development	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-
97	Transfers out	-	-	-	-	-
<b>Sub-total</b>		\$ 7,794	\$ -	\$ -	\$ 32,325	\$ 32,325
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-
<b>EMERGENCY PREPAREDNESS</b>		\$ 20,638	\$ 13,325	\$ 13,176	\$ 45,650	\$ 32,325

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**FUNCTION: Public Safety**  
**ACTIVITY: Emergency Preparedness**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
24	Polk County EMA	\$ 8,325
41	Siren repairs	\$ 2,500
48	Utility service	\$ 2,500
71	Equipment (Upgrades to VHF equipment for all sirens and VHF radio)	\$ 32,325

**OVERVIEW:** This activity protects the public health and safety through the enforcement of animal control and welfare ordinances.

**ANIMAL CONTROL**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	30,406	30,970	28,814	20,500
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 30,406</b>	<b>\$ 30,970</b>	<b>\$ 28,814</b>	<b>\$ 20,500</b>
Fees	8,258	8,200	8,200	8,500
Grants	-	-	-	-
Other	2,002	1,756	1,669	1,171
<b>Total revenue</b>	<b>\$ 10,260</b>	<b>\$ 9,956</b>	<b>\$ 9,869</b>	<b>\$ 9,671</b>
<b>Net amount supported by property taxes</b>	<b>\$ 20,146</b>	<b>\$ 21,014</b>	<b>\$ 18,945</b>	<b>\$ 10,829</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$5,750 in professional services, which reflects a planned transition of the current animal control operations to a 28E agreement with West Des Moines Animal Control. This service is currently provided through a private contractor, using the City’s kennel facility at the North Plant location. This change is expected to occur in Spring 2011.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ To evaluate the effectiveness of the new 28E agreement going forward and if needed, look at a Full-time Animal Control Officer, and/or different options for a joint venture with other agencies.

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**FUNCTION: Public Safety**  
**ACTIVITY: Animal Control**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To protect the public's health and safety through the enforcement of the City's pet licensing and vaccination requirements.**

PERFORMANCE OBJECTIVES:

1. Issue a citation to animal owners that violate the City's licensing and tie-up requirements, and require all owners to obtain proper licenses and vaccinations for their pets.
2. Follow proper quarantine procedures for all animal bite cases.
3. Review animal bite cases and take appropriate action if a vicious animal is identified.
4. Inform City residents of all pet licensing and vaccination requirements.

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**PERFORMANCE MEASURES**

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	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Pet licenses issued (CY)	1,561	1,566	1,587	1,721	2,400
<u>Outcome Measures</u>					
Pets impounded	N/A	N/A	248	260	200
Citizen survey satisfaction rating for the activity	N/A	N/A	75%	N/A	> 90%

<b>PUBLIC SAFETY</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 190 ANIMAL CONTROL

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	23,850	24,750	22,563	19,000	(5,750)	20,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	970	951	1,000	30	1,000
40	Building and grounds maint.	13	-	300	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	4,408	3,000	3,000	-	(3,000)	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	2,135	2,250	2,000	500	(1,750)	500
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 30,406</b>	<b>\$ 30,970</b>	<b>\$ 28,814</b>	<b>\$ 20,500</b>	<b>\$ (10,470)</b>	<b>\$ 21,500</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>ANIMAL CONTROL</b>		<b>\$ 30,406</b>	<b>\$ 30,970</b>	<b>\$ 28,814</b>	<b>\$ 20,500</b>	<b>\$ (10,470)</b>	<b>\$ 21,500</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Animal Control**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Animal Control 28E contract with West Des Moines	\$ 19,000
35	Pet licensing brochures	\$ 1,000
59	Pet tags	\$ 500

**OVERVIEW:** This fund supports the public safety function by providing funds for payment of City pension contributions into the Chapter 411 police and fire personnel pension program.

**POLICE & FIRE RETIREMENT FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	229,678	229,678	468,000
Contractual & supply service	-	-	-	-
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ -</b>	<b>\$ 229,678</b>	<b>\$ 229,678</b>	<b>\$ 468,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	-
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net amount supported by 411 property taxes</b>	<b>\$ -</b>	<b>\$ 229,678</b>	<b>\$ 229,678</b>	<b>\$ 468,000</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$238,300 in pension costs, which reflects 100% of the City's contribution to the Chapter 411 retirement fund for the City's fire and EMS personnel, as well as 14% of the City's contribution for police personnel. This fund was established in FY10-11 to account for the public safety retirement levy revenue being collected. The levy supporting these taxes will be increasing from \$0.10 to \$0.20 for FY11-12.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As the Municipal Fire & Police Retirement System of Iowa (MFPRSI) continues to increase the City's required contribution rate, it is likely that the City will have to continue to increase this levy to provide enough revenue to cover the pension obligation.
- ❖ Current actuarial assumptions from MFPRSI predict the City's contribution rate will increase to over 38% in the next 5 years, which would represent a 125% increase over the FY09-10 rate of 17%.

**PERFORMANCE MEASURES**

	<b>07-08</b>	<b>08-09</b>	<b>09-10</b>	<b>10-11</b>	<b>11-12</b>
	<b>Actual</b>	<b>Actual</b>	<b>Actual</b>	<b>Estimate</b>	<b>Target</b>
MFPRSI employee contribution rates	9.35%	9.35%	9.35%	9.40%	9.40%
MFPRSI City contribution rates	25.48%	18.75%	17.00%	19.90%	24.76%

<b>PUBLIC SAFETY</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 117 POLICE & FIRE RETIREMENT FUND

<b>PERSONAL SERVICES</b>							
01	Salaries	-	-	-	-	-	
02	Overtime	-	-	-	-	-	
03	Part-time	-	-	-	-	-	
04	Witness fees	-	-	-	-	-	
06	FICA	-	-	-	-	-	
07	Retirement - IPERS	-	-	-	-	-	
08	Pension	-	229,678	229,678	468,000	238,322	
09	Group insurance	-	-	-	-	-	
10	Unemployment	-	-	-	-	-	
11	Allowance	-	-	-	-	-	
<b>Sub-Total</b>		<b>\$ -</b>	<b>\$ 229,678</b>	<b>\$ 229,678</b>	<b>\$ 468,000</b>	<b>\$ 238,322</b>	<b>\$ 680,000</b>

<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	-	-	-	-	-	
22	Recruitment	-	-	-	-	-	
23	Professional services	-	-	-	-	-	
24	Contributions to other agencies	-	-	-	-	-	
27	Data processing	-	-	-	-	-	
28	Dues and memberships	-	-	-	-	-	
29	Insurance	-	-	-	-	-	
32	Uniforms and laundry	-	-	-	-	-	
35	Printing and copying	-	-	-	-	-	
40	Building and grounds maint.	-	-	-	-	-	
41	Vehicle and equipment maint.	-	-	-	-	-	
46	Training and development	-	-	-	-	-	
48	Utility service	-	-	-	-	-	
49	Petty cash	-	-	-	-	-	
51	Maintenance supplies	-	-	-	-	-	
54	Minor equipment	-	-	-	-	-	
55	DARE expenditures	-	-	-	-	-	
56	Vehicle maintenance supplies	-	-	-	-	-	
57	Vehicle operation supplies	-	-	-	-	-	
58	Office supplies	-	-	-	-	-	
59	Operating supplies	-	-	-	-	-	
60	Safety and medical supplies	-	-	-	-	-	
61	Refunds	-	-	-	-	-	
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>CAPITAL OUTLAY</b>							
71	Equipment	-	-	-	-	-	
72	Furniture and fixtures	-	-	-	-	-	
73	Equipment replacement fund	-	-	-	-	-	
74	Office equipment	-	-	-	-	-	
75	Operating equipment	-	-	-	-	-	
76	Property improvements	-	-	-	-	-	
77	Economic development	-	-	-	-	-	
79	Books, films and recordings	-	-	-	-	-	
97	Transfers out	-	-	-	-	-	
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	-	-	-	-	-
95	Contingency	-	-	-	-	-

<b>POLICE &amp; FIRE RETIREMENT FUND</b>		<b>\$ -</b>	<b>\$ 229,678</b>	<b>\$ 229,678</b>	<b>\$ 468,000</b>	<b>\$ 238,322</b>	<b>\$ 680,000</b>
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**FUNCTION: Public Safety**  
**ACTIVITY: Police & Fire Retirement Fund**

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**Activity Notes**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
09	Municipal Fire & Police Retirement System – City contribution for Fire & EMS (FY11-12 24.76%)	\$ 358,178
	Municipal Fire & Police Retirement System – City contribution for Police (FY11-12 24.76%) – partial	\$ 109,822

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<b>PUBLIC WORKS</b>	<b>FY 2009-10 ACTUAL</b>	<b>FY 2010-11 ADOPTED</b>	<b>FY 2010-11 REVISED</b>	<b>FY 2011-12 ADOPTED</b>	<b>INCREASE (DECREASE)</b>	<b>FY 2012-13 ESTIMATE</b>
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## 200 PUBLIC WORKS SUMMARY

<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 2,045,970	\$ 2,104,457	\$ 2,106,244	\$ 2,277,758	\$ 173,301	2,256,688
02	Overtime	131,137	100,000	100,000	110,000	10,000	111,500
03	Part-time	45,618	116,300	59,217	45,800	(70,500)	53,800
04	Witness fees	-	-	-	-	-	-
06	FICA	167,576	172,719	169,304	171,682	(1,037)	172,637
07	Retirement - IPERS	147,681	160,622	160,030	196,201	35,579	203,101
08	Pension	-	-	-	-	-	-
09	Group insurance	505,987	491,773	491,773	364,072	(127,701)	373,653
10	Unemployment	-	-	-	-	-	-
11	Allowance	3,340	3,850	3,300	3,850	-	3,850
<b>Sub-Total</b>		<b>\$ 3,047,309</b>	<b>\$ 3,149,721</b>	<b>\$ 3,089,868</b>	<b>\$ 3,169,363</b>	<b>\$ 19,642</b>	<b>\$ 3,175,229</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 88	\$ 500	\$ 250	\$ 500	\$ -	\$ 500
22	Recruitment	-	-	-	3,500	3,500	3,300
23	Professional services	30,029	35,960	51,747	43,500	7,540	43,500
24	Contributions to other agencies	750,731	802,965	810,249	882,687	79,722	863,857
27	Data processing	39,467	63,860	53,780	64,860	1,000	65,160
28	Dues and memberships	6,776	6,800	6,800	6,800	-	6,800
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	19,512	21,050	21,050	21,975	925	22,650
35	Printing and copying	5,918	13,900	10,200	12,900	(1,000)	12,900
40	Building and grounds maint.	90,713	42,940	51,213	49,526	6,586	41,000
41	Vehicle and equipment maint.	33,046	27,750	36,000	28,250	500	28,750
46	Training and development	10,689	11,800	13,800	13,120	1,320	14,120
48	Utility service	598,984	605,950	604,000	624,950	19,000	642,450
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	550,555	543,840	549,572	520,200	(23,640)	534,500
54	Minor equipment	4,911	6,500	5,000	5,500	(1,000)	6,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	96,695	97,000	101,750	104,000	7,000	110,000
57	Vehicle operation supplies	193,426	222,800	206,400	218,400	(4,400)	226,000
58	Office supplies	3,432	3,500	3,500	4,500	1,000	3,500
59	Operating supplies	20,329	21,800	17,400	18,000	(3,800)	19,600
60	Safety and medical supplies	3,836	4,200	4,200	4,200	-	4,200
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 2,459,137</b>	<b>\$ 2,533,115</b>	<b>\$ 2,546,911</b>	<b>\$ 2,627,368</b>	<b>\$ 94,253</b>	<b>\$ 2,649,287</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 3,461	\$ -	\$ -	\$ 43,500	\$ 43,500	\$ 4,000
72	Furniture and fixtures	35,100	36,000	35,975	48,000	12,000	48,000
73	Equipment replacement fund	479,043	527,062	527,062	537,900	10,838	537,755
74	Office equipment	3,603	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	301,499	401,000	384,427	429,500	28,500	458,200
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	40,000	40,000	-	(40,000)	-
<b>Sub-total</b>		<b>\$ 822,706</b>	<b>\$ 1,004,062</b>	<b>\$ 987,464</b>	<b>\$ 1,058,900</b>	<b>\$ 54,838</b>	<b>\$ 1,047,955</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	25,000	-	25,000	-	25,000
<b>PUBLIC WORKS SUMMARY</b>		<b>\$ 6,329,152</b>	<b>\$ 6,711,898</b>	<b>\$ 6,624,243</b>	<b>\$ 6,880,631</b>	<b>\$ 168,733</b>	<b>\$ 6,897,471</b>



**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**OVERVIEW:** This activity provides for a safe and efficient transportation system through effective pavement maintenance, snow and ice removal operations, equipment maintenance, and right-of way management.

**ROADWAY MAINTENANCE**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,200,494	1,069,390	1,069,390	1,080,841
Contractual & supply service	779,460	736,757	729,842	732,392
Capital outlay	<u>474,437</u>	<u>553,726</u>	<u>533,818</u>	<u>577,146</u>
<b>Total expenditures</b>	<b>\$ 2,454,391</b>	<b>\$ 2,359,873</b>	<b>\$ 2,333,050</b>	<b>\$ 2,390,379</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	<u>2,575,640</u>	<u>2,656,662</u>	<u>2,634,007</u>	<u>2,671,106</u>
<b>Total revenue</b>	<b>\$ 2,575,640</b>	<b>\$ 2,656,662</b>	<b>\$ 2,634,007</b>	<b>\$ 2,671,106</b>
<b>Net amount supported by property taxes</b>	<b>\$ 121,249</b>	<b>\$ 296,789</b>	<b>\$ 300,957</b>	<b>\$ 280,727</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$62,200 in full-time salaries and benefits, which reflects normal salary and increases for existing staff.
- ↓ A decrease of \$53,800 in Group Health Insurance to reflect new rates and a total of 14.5 employees.
- ↓ A decrease of \$36,100 in maintenance supplies. Due to the recent improvements of Douglas Avenue, Aurora Avenue and Meredith Drive, the cost to maintain the system of asphalt streets is expected to decrease significantly.
- ↑ An increase of \$22,000 in contributions to other agencies, which reflects a bi-annual pavement condition inventory. The line item contains the third of five annual payments of \$23,857 to Metro Waste Authority for the city's lease purchase portion of the Regional Salt Storage Facility.
- ↑ An increase of \$37,500 in equipment to reflect the purchase of a brine storage tank, a second anti-icing unit, and 2 solar powered message boards.
- ↑ An increase of \$18,600 to the contribution to the Equipment Replacement Fund. No new equipment has been added to the schedule. The increase is based on the projected costs to replace recently acquired equipment.
- ↓ A decrease of \$40,000 in transfers out that reflects the prior upgrade to the City's radio system.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The Capital Improvement Program provides for an aggressive reconstruction schedule for asphalt streets located west of Interstate 35/80. This will significantly decrease maintenance expenditures on temporary streets and allow the Department to focus on permanent repairs that will have a positive impact on overall street conditions
- ❖ The overall age of streets is increasing and the overall condition index will continue to decrease at current funding levels for street maintenance.
- ❖ Due to budget constraints and rapidly increasing costs of purchasing vehicles and equipment, equipment is being retained longer and annual maintenance costs will increase as a result.

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: Improve the overall quality of street condition through an aggressive rehabilitation and reconstruction program.**

PERFORMANCE OBJECTIVES

1. Remove and replace 4,000 square yards of defective concrete pavement annually.
2. Remove and replace 7,000 square yards of defective asphalt pavement annually.
3. Continue using the pavement management program to improve the overall condition rating of the street system.

**GOAL: Reduce future maintenance costs and extend the life of existing pavement through an aggressive preventative maintenance program.**

PERFORMANCE OBJECTIVES

1. Seal cracks on 20 miles of pavement, which represents 5% of streets not sealed in the last five years.

**GOAL: Provide safe movement of traffic during inclement weather through an effective snow and ice removal program.**

PERFORMANCE OBJECTIVES

1. During the course of any storm, keep arterial streets safe for travel with proper anti-icing techniques, material application and plowing.
2. Open all residential streets within four hours of the end of a winter storm event and clear all roadways and streets from curb to curb within 12 hours.

**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**GOAL: Maintain equipment & vehicle fleet to maximize operational effectiveness & useful life.**

PERFORMANCE OBJECTIVES

1. Maintain all vehicles and equipment so operational readiness exceeds 95%.
2. Perform preventative maintenance on vehicles & equipment to prevent failures & extend life.

**GOAL: Improve safety and appearance of City rights-of-way.**

PERFORMANCE OBJECTIVES

1. Mow all rural ditches once per month from May to September.
3. Control weeds within the rights-of-way through a spring and fall treatment and removal.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Paved lane miles maintained	414	417	422	424	427
Unpaved lane miles maintained	1	1	1	1	1
Square yards of concrete replaced	3,580	4,223	4,173	4,000	4,000
Asphalt streets repaired (tons)	2,188	2,186	2,323	2,200	1,700
Miles of streets crack sealed	7	18	3	20	20
Days with snow and ice control activities	41	32	64	30	30
Inches of snowfall	59	41	69	36	36
<i><u>Efficiency Measures</u></i>					
Rehabilitation expenditures per paved lane mile	\$2,702	\$3,962	\$4,609	\$6,544	\$4,000
Snow & ice control expenditures per lane mile	\$921	\$980	\$1,925	\$850	\$850
Snow and ice control expenditures per capita	\$10.64	\$10.68	\$20.98	\$9.38	\$9.38
<i><u>Outcome Measures</u></i>					
Citizen survey satisfaction rating					
For street maintenance	N/A	N/A	57%	N/A	>90%
For snow and ice control	N/A	N/A	82%	N/A	>95%
For sidewalk maintenance	N/A*	N/A	73%	N/A	>90%
*The survey conducted in FY09-10 was the first year this service was measured.					
Percent of lane miles that are assessed in satisfactory or better condition	N/A	N/A	80%	80%	80%
Overall pavement condition index	70.8	70.1	72.1	72.3	72

<b>PUBLIC WORKS</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>210 ROADWAY MAINTENANCE</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 761,494	\$ 703,197	\$ 703,197	\$ 757,667	\$ 54,470	\$ 749,482
02	Overtime	80,052	42,000	42,000	44,000	2,000	45,000
03	Part-time	13,226	17,600	17,600	17,600	-	18,000
04	Witness fees	-	-	-	-	-	-
06	FICA	64,473	58,354	58,354	57,388	(966)	57,335
07	Retirement - IPERS	56,882	55,517	55,517	65,264	9,747	67,453
08	Pension	-	-	-	-	-	-
09	Group insurance	224,367	192,722	192,722	138,922	(53,800)	141,701
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 1,200,494</b>	<b>\$ 1,069,390</b>	<b>\$ 1,069,390</b>	<b>\$ 1,080,841</b>	<b>\$ 11,451</b>	<b>\$ 1,078,971</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	493	-	-	-	-	-
24	Contributions to other agencies	41,357	23,857	23,857	45,857	22,000	23,857
27	Data processing	-	12,960	6,480	12,960	-	12,960
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	11,067	11,000	11,000	11,475	475	11,900
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	272	-	905	-	-	-
41	Vehicle and equipment maint.	12,680	13,000	18,000	15,000	2,000	15,000
46	Training and development	1,545	1,700	3,700	2,500	800	3,000
48	Utility service	29,183	29,000	29,000	33,000	4,000	35,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	524,389	490,340	484,000	454,200	(36,140)	470,000
54	Minor equipment	2,990	4,500	4,500	4,000	(500)	5,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	40,954	44,000	44,000	46,000	2,000	48,000
57	Vehicle operation supplies	98,993	93,000	91,000	95,000	2,000	98,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	12,617	10,400	10,400	9,400	(1,000)	10,000
60	Safety and medical supplies	2,920	3,000	3,000	3,000	-	3,000
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 779,460</b>	<b>\$ 736,757</b>	<b>\$ 729,842</b>	<b>\$ 732,392</b>	<b>\$ (4,365)</b>	<b>\$ 735,717</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ 37,500	\$ 37,500	\$ 4,000
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	273,382	272,726	272,726	290,146	17,420	290,015
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	201,055	241,000	221,092	249,500	8,500	258,200
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	40,000	40,000	-	(40,000)	-
<b>Sub-total</b>		<b>\$ 474,437</b>	<b>\$ 553,726</b>	<b>\$ 533,818</b>	<b>\$ 577,146</b>	<b>\$ 23,420</b>	<b>\$ 552,215</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>ROADWAY MAINTENANCE</b>		<b>\$ 2,454,391</b>	<b>\$ 2,359,873</b>	<b>\$ 2,333,050</b>	<b>\$ 2,390,379</b>	<b>\$ 30,506</b>	<b>\$ 2,366,903</b>

**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Supervisor, Mechanic, Heavy Equipment Operators (2), Light Equipment Operators (2), Laborers (8), ½ Laborer – other ½ in Storm Sewer, performance bonus	\$ 757,667
02	Overtime	\$ 44,000
03	Seasonal personnel (4) – 14 weeks	\$ 17,600
06	FICA	\$ 57,388
07	IPERS	\$ 65,264
09	Group insurance	\$ 138,922
22	Recruitment expenses	\$ 1,000
24	Salt storage lease payment to Metro Waste Authority (3 <sup>rd</sup> of 5 pmts)	\$ 23,857
	Pavement Condition Inventory	\$ 18,000
27	AVL Equipment Leasing	\$ 12,960
32	Uniforms, shop towels, coats, floor mats	\$ 11,475
41	Radio maintenance and installs	\$ 2,000
	Contract repairs or major component replacement	\$ 13,000
46	Seminars or special training	\$ 2,500
48	Water, electric and gas	\$ 33,000
51	Concrete (900 c.y.)	\$ 76,500
	Asphalt (1,700 tons)	\$ 127,500
	Crack sealing materials	\$ 30,000
	Various construction materials (dowels, epoxy, tack, snow fence, etc.)	\$ 20,000
	Aggregates	\$ 10,000
	Equipment rentals	\$ 5,000
	Brush grinding services	\$ 5,000
	Salt (2,200 tons)	\$ 138,600
	Calcium for snow and ice removal and dust control (11,000 gal.)	\$ 9,600
	Snow plow blades	\$ 25,000
	Construction signs	\$ 4,000
	Miscellaneous materials	\$ 3,000
54	Miscellaneous shop tools	\$ 4,000
56	Tires, batteries and wear items	\$ 8,000
	Maintenance parts	\$ 38,000
57	Fuel	\$ 86,000
	Oil, hydraulic fluid, coolant, grease	\$ 9,000
59	Shop supplies	\$ 6,000
	Towing	\$ 1,000

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**FUNCTION: Public Works**  
**ACTIVITY: Roadway Maintenance**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Cylinder rental and propane	\$ 2,000
	Parts washer service agreement	\$ 400
60	First aid supplies and fire extinguishers	\$ 2,000
	Safety equipment	\$ 500
	Gloves and related safety items	\$ 500
71	Solar powered message boards (2)	\$ 29,000
	Salt brine storage tank	\$ 2,500
	Anti-icing unit	\$ 6,000
73	Equipment Replacement Fund contribution	\$ 290,146
76	Annual concrete pavement rehabilitation program – ACC patching portion (109 <sup>th</sup> Street)	\$ 249,500

**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

**OVERVIEW:** This activity provides for a safe transportation system for motorists and pedestrians by funding the energy costs for publicly-owned street lights.

**STREET LIGHTING**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	532,445	535,000	535,000	550,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 532,445</b>	<b>\$ 535,000</b>	<b>\$ 535,000</b>	<b>\$ 550,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	524,355	558,964	560,259	614,592
<b>Total revenue</b>	<b>\$ 524,355</b>	<b>\$ 558,964</b>	<b>\$ 560,259</b>	<b>\$ 614,592</b>
<b>Net amount supported by property taxes</b>	<b>\$ (8,090)</b>	<b>\$ 23,964</b>	<b>\$ 25,259</b>	<b>\$ 64,592</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$15,000 in utilities reflects newly constructed street lights being added to the system.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ MidAmerican Energy has committed to keeping electrical rates stable until at least 2013.

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**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To enhance public safety through the management of an effective street lighting system.**

PERFORMANCE OBJECTIVES:

1. Evaluate requests for street lighting to ensure compliance with applicable standards and specifications and City plans and policies.
2. Annually inspect a portion of the street light system to ensure that the inventory is current and accurate.
3. Promptly forward street lighting repair requests to MidAmerican Energy.

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**PERFORMANCE MEASURES**

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	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Percentage of street lights inventoried	100%	100%	100%	100%	100%
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for street lighting	N/A	N/A	76%	N/A	>95%

<b>PUBLIC WORKS</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>230 STREET LIGHTING</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	1,732	2,000	2,000	2,000	-	2,000
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	530,713	533,000	533,000	548,000	15,000	563,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 532,445	\$ 535,000	\$ 535,000	\$ 550,000	\$ 15,000	\$ 565,000
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>STREET LIGHTING</b>		\$ 532,445	\$ 535,000	\$ 535,000	\$ 550,000	\$ 15,000	\$ 565,000

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**FUNCTION: Public Works**  
**ACTIVITY: Street Lighting**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
40	City-owned street light maintenance	\$ 2,000
48	Energy cost for existing street light system	\$ 548,000

**OVERVIEW:** This activity contributes to a safe and efficient street system for motorists and pedestrians by providing timely street painting, sign maintenance and traffic signal maintenance.

**TRAFFIC SAFETY**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	67,285	71,807	71,807	73,327
Contractual & supply service	60,003	71,000	92,000	86,500
Capital outlay	-	-	-	6,000
<b>Total expenditures</b>	<b>\$ 127,288</b>	<b>\$ 142,807</b>	<b>\$ 163,807</b>	<b>\$ 165,827</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	149,204	171,541	185,302
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ 149,204</b>	<b>\$ 171,541</b>	<b>\$ 185,302</b>
<b>Net amount supported by property taxes</b>	<b>\$ (127,288)</b>	<b>\$ 6,397</b>	<b>\$ 7,734</b>	<b>\$ 19,475</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$11,500 in maintenance supplies which represents an increase of \$11,000 for substandard signs that will be replaced and an additional \$2,500 to replace red LED's that were first installed nine years ago.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ New sign retro-reflectivity standards will require a sign improvement program to take place over the next five years. It is anticipated that approximately \$10,000 annually will be required to upgrade the existing sign system.
- ❖ In LED retrofitting program began in 2002. Depending on the type of signal, the expected life of the LED bulb is seven to twelve years. It is estimated that \$3,000 per year will be necessary to replace LED signals. Despite this, the energy and maintenance savings realized from utilizing LED technology is well over 50% versus traditional incandescent bulbs.

**FUNCTION: Public Works**  
**ACTIVITY: Traffic Safety**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: Provide motorists in the City of Urbandale with clearly marked pavement lines.**

PERFORMANCE OBJECTIVES

1. Paint all lane lines clearly and accurately in the spring within ten working days when pavement and air temperatures allow.
2. Paint all lane lines clearly and accurately in the fall.
3. Paint all intersections clearly and accurately between July 1 and August 15.

**GOAL: Provide a safe street system based on properly maintained traffic control devices.**

PERFORMANCE OBJECTIVES

1. In the event signs are damaged, replace all essential signs within two hours of notification and other regulatory signs within three days.
2. Replace at least 700 substandard signs.
3. Periodically inspect all signals and interconnects and cooperate with private contractor to assure all are performing optimally.
4. Now that the LED project is complete, monitor savings and life cycle costs.
5. Continue upgrading traffic control devices to new state and federal standards.

**PERFORMANCE MEASURES**

	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<u>Workload Measures</u>					
Number of times lane lines painted	1.6	2	1.2	2.2	2
Number of times other markings painted	1	1	1	1	1
Hours spent on street painting	1,363	1,411	989	1,600	1,400
Signs erected, replaced and repaired	631	872	486	600	800
Hours spent on sign maintenance	1,263	1,864	1,002	1,100	1,400
<u>Efficiency Measures</u>					
Staff hours per sign	2.38	2.14	2.06	1.83	1.75
Staff hour per gallon of paint	1.10	1.07	1.00	1.00	1.00
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for traffic signal timing.	N/A	N/A	61%	N/A	>90%

<b>PUBLIC WORKS</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>240 TRAFFIC SAFETY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 45,305	\$ 46,928	\$ 46,928	\$ 51,078	\$ 4,150	\$ 50,282
02	Overtime	-	-	-	-	-	-
03	Part-time	6,345	4,400	4,400	4,400	-	4,500
04	Witness fees	-	-	-	-	-	-
06	FICA	3,947	3,927	3,927	3,869	(58)	3,847
07	Retirement - IPERS	3,368	3,261	3,261	4,399	1,138	4,525
08	Pension	-	-	-	-	-	-
09	Group insurance	8,320	13,291	13,291	9,581	(3,710)	9,772
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 67,285</b>	<b>\$ 71,807</b>	<b>\$ 71,807</b>	<b>\$ 73,327</b>	<b>\$ 1,520</b>	<b>\$ 72,926</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	17,595	15,500	25,000	19,500	4,000	20,000
41	Vehicle and equipment maint.	273	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	17,458	18,500	18,000	18,500	-	19,000
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	21,690	35,000	47,000	46,500	11,500	45,000
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	2,987	2,000	2,000	2,000	-	2,000
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 60,003</b>	<b>\$ 71,000</b>	<b>\$ 92,000</b>	<b>\$ 86,500</b>	<b>\$ 15,500</b>	<b>\$ 86,000</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ 6,000	\$ 6,000	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>TRAFFIC SAFETY</b>		<b>\$ 127,288</b>	<b>\$ 142,807</b>	<b>\$ 163,807</b>	<b>\$ 165,827</b>	<b>\$ 23,020</b>	<b>\$ 158,926</b>

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**FUNCTION: Public Works**  
**ACTIVITY: Traffic Safety**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Light Equipment Operator	\$ 51,078
03	Seasonal personnel (1) – 14 weeks	\$ 4,400
06	FICA	\$ 3,869
07	IPERS	\$ 4,399
09	Group insurance	\$ 9,581
40	Signal maintenance contract (41 signals 100%, 12 signals 50%)	\$ 19,000
	City of Clive - Hickman Road signal maintenance	\$ 500
48	Traffic signal electrical service (45 signals @ 100%, 12 signals @ 50%)	\$ 18,500
51	Signs	\$ 23,000
	Posts, brackets, miscellaneous hardware	\$ 7,000
	Street painting materials	\$ 14,000
	Replacement red LED's	\$ 2,500
56	Paint machine maintenance	\$ 2,000
71	Replacement walk behind paint machine	\$ 6,000

**OVERVIEW:** This activity provides engineering review and inspection of all new infrastructures in Urbandale and assures that it is built according to approved plans and specifications. This activity also supports all infrastructure mapping and record keeping for the City.

**ENGINEERING SERVICES**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	450,013	498,315	493,267	501,319
Contractual & supply service	26,677	40,250	31,500	40,675
Capital outlay	<u>16,176</u>	<u>16,286</u>	<u>16,286</u>	<u>13,386</u>
<b>Total expenditures</b>	<b>\$ 492,866</b>	<b>\$ 554,851</b>	<b>\$ 541,053</b>	<b>\$ 555,380</b>
Fees	35,230	40,000	40,000	41,000
Grants	-	-	-	-
Other	<u>32,451</u>	<u>31,462</u>	<u>31,339</u>	<u>31,713</u>
<b>Total revenue</b>	<b>\$ 67,681</b>	<b>\$ 71,462</b>	<b>\$ 71,339</b>	<b>\$ 72,713</b>
<b>Net amount supported by property taxes</b>	<b>\$ 425,185</b>	<b>\$ 483,389</b>	<b>\$ 469,714</b>	<b>\$ 482,667</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from the prior year's budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ A large portion of this budget is related to salary and vehicle expenses. This budget is closely tied to the amount of development that occurs in the City.

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**FUNCTION: Public Works**  
**ACTIVITY: Engineering Services**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To provide a sound public utility and street system through appropriate engineering review and inspection of all public improvement projects.**

PERFORMANCE OBJECTIVES:

1. Prepare plans and specifications, identify funding sources, and estimate construction timeframes for the City's Capital Improvements Program.
2. Review all rezonings, platting, public improvement projects, and site plans to ensure that proposed projects conform to applicable standards and specifications.
3. Develop and implement inventories and maintenance schedules for the City's infrastructure assets.
4. Provide leadership and expertise to other City departments in the implementation of the geographic information system technologies.

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**PERFORMANCE MEASURES**

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	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Percentage of paved streets inspected	100%	0%	100%	0%	100%
Subdivision plans reviewed and inspected	5	5	8	5	5
Site plans reviewed and inspected	29	17	20	30	35
Residential sidewalk inspections	2,940	3,812	3,041	2,563	2,943
Utility locates	8,884	7,742	7,441	8,000	8,500
Traffic counts and intersection analyses	14	14	15	10	12

<b>PUBLIC WORKS</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 260 ENGINEERING SERVICES

### PERSONAL SERVICES

01	Salaries	\$ 304,412	\$ 315,705	\$ 317,811	\$ 342,905	\$ 27,200	\$ 341,811
02	Overtime	15,815	40,000	35,000	40,000	-	40,000
03	Part-time	17,225	22,500	22,500	15,000	(7,500)	22,500
04	Witness fees	-	-	-	-	-	-
06	FICA	25,436	28,933	27,000	25,973	(2,960)	26,149
07	Retirement - IPERS	20,972	24,721	24,500	29,537	4,816	30,763
08	Pension	-	-	-	-	-	-
09	Group insurance	66,153	66,456	66,456	47,904	(18,552)	48,862
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 450,013</b>	<b>\$ 498,315</b>	<b>\$ 493,267</b>	<b>\$ 501,319</b>	<b>\$ 3,004</b>	<b>\$ 510,085</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ 100	\$ -	\$ 100	\$ -	\$ 100
22	Recruitment	-	-	-	300	300	300
23	Professional services	6,947	18,500	12,500	18,500	-	18,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	3,977	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	2,433	2,750	2,750	2,875	125	2,875
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	1,432	750	500	750	-	750
46	Training and development	2,155	2,700	2,700	2,700	-	2,700
48	Utility service	1,936	2,550	2,200	2,550	-	2,550
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	53	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	663	1,000	750	1,000	-	1,000
57	Vehicle operation supplies	6,339	10,000	9,000	10,000	-	12,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	742	1,800	1,000	1,800	-	1,800
60	Safety and medical supplies	-	100	100	100	-	100
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 26,677</b>	<b>\$ 40,250</b>	<b>\$ 31,500</b>	<b>\$ 40,675</b>	<b>\$ 425</b>	<b>\$ 42,675</b>

### CAPITAL OUTLAY

71	Equipment	\$ 3,461	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	12,715	16,286	16,286	13,386	(2,900)	13,386
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 16,176</b>	<b>\$ 16,286</b>	<b>\$ 16,286</b>	<b>\$ 13,386</b>	<b>\$ (2,900)</b>	<b>\$ 13,386</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>ENGINEERING SERVICES</b>		<b>\$ 492,866</b>	<b>\$ 554,851</b>	<b>\$ 541,053</b>	<b>\$ 555,380</b>	<b>\$ 529</b>	<b>\$ 566,146</b>
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**FUNCTION: Public Works**  
**ACTIVITY: Engineering Services**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Senior Engineering Technician (3), Engineering Drafting Technician (2), performance bonus	\$ 342,905
02	Overtime	\$ 40,000
03	Part-time	\$ 15,000
06	FICA	\$ 25,973
07	IPERS	\$ 29,537
09	Group insurance	\$ 47,904
21	Advertising	\$ 100
23	Engineering studies/grant preparation	\$ 5,000
	Sylvan Ridge well monitoring	\$ 5,000
	Update of design standards	\$ 2,500
	Fiber optic work and supplies	\$ 5,000
	Traffic signal annual maintenance	\$ 1,000
32	Uniforms (5)	\$ 2,875
41	Emergency vehicle repairs	\$ 750
46	Software training	\$ 2,700
48	Inspector cell phones (5)	\$ 2,550
56	Vehicle maintenance and repair parts - batteries, tires, etc.	\$ 1,000
57	Gasoline and oil	\$ 10,000
59	Drafting supplies	\$ 600
	Field supplies (paint lath, flagging, etc.)	\$ 1,200
60	First aid supplies	\$ 100
73	Equipment Replacement Fund contribution	\$ 13,386

**FUNCTION: Public Works**  
**ACTIVITY: Street Cleaning**

**OVERVIEW:** This activity contributes to a safe and attractive street system through periodic sweeping of all curb lanes.

**STREET CLEANING**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	92,874	-	-	-
Contractual & supply service	15,666	-	-	-
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 108,540</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	106,891	-	-	-
<b>Total revenue</b>	<b>\$ 106,891</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net amount supported by property taxes</b>	<b>\$ (1,649)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ The Street Cleaning program can be funded by a Stormwater Utility, which the City implemented in fiscal year 2010-2011. As a result, this department's full budget was shifted to the Stormwater Utility Fund budget, located later in this section.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

<b>PUBLIC WORKS</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>270 STREET CLEANING</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 66,072	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	4,920	-	-	-	-	-
07	Retirement - IPERS	5,329	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	16,553	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 92,874</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	267	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	6,074	-	-	-	-	-
57	Vehicle operation supplies	9,325	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 15,666</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>STREET CLEANING</b>		<b>\$ 108,540</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

**OVERVIEW:** This activity contributes to the public health through the timely collection of solid waste, including garbage, yard waste and recyclables.

**SOLID WASTE COLLECTION**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	531,363	616,477	616,477	633,454
Contractual & supply service	857,639	945,528	945,232	1,000,850
Capital outlay	221,298	222,198	222,173	229,039
<b>Total expenditures</b>	<b>\$ 1,610,300</b>	<b>\$ 1,784,203</b>	<b>\$ 1,783,882</b>	<b>\$ 1,863,343</b>
Fees	1,732,756	1,751,000	1,736,880	1,922,380
Grants	-	-	-	-
Other	107,894	104,170	125,128	127,401
<b>Total revenue</b>	<b>\$ 1,840,650</b>	<b>\$ 1,855,170</b>	<b>\$ 1,862,008</b>	<b>\$ 2,049,781</b>
<i>Net amount supported by property taxes</i>	<i>\$ (230,350)</i>	<i>\$ (70,967)</i>	<i>\$ (78,126)</i>	<i>\$ (186,438)</i>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$16,900 in full-time salary and benefit costs, which reflects normal increases for existing staff.
- ↑ An increase of \$57,700 in contributions to other agencies. Metro Waste Authority implemented a charge of \$0.10 per household per month for container services related to the recycling program which will amount to \$15,920 in additional costs. The CPI increase for recycling will amount to an additional \$14,310. Landfill rates will be stable for FY11-12 with an anticipated 2% increase in tonnage resulting in a cost of \$6,400. Spring Cleanup costs are expected to increase by \$6,000.
- ↑ An increase of \$12,000 for solid waste containers due of the age and condition of the original containers purchased in 2000 when automated collection was implemented.
- ❖ A fee increase of \$1.00 per month will take place on July 1, 2011. This is the third of four rate increases. Overall revenues are expected to increase by \$189,380.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ One additional rate increase of \$1.00 per month is planned for July 1, 2013.
- ❖ The market for recycled materials is currently very poor. Therefore, the Curb It! reimbursement that the City has received in the past is not expected in the immediate future.
- ❖ Growth has slowed considerably and it is anticipated that the current staffing and equipment levels should remain stable for the next ten years.
- ❖ In the next four years, the inventory of solid waste containers purchased when automated collection was implemented in 2000 will approach the end of their life.

**GOALS AND PERFORMANCE OBJECTIVES**

**Goal: To provide residents with a cost-efficient and reliable solid waste program with an emphasis on customer service.**

**PERFORMANCE OBJECTIVES:**

1. Analyze route efficiency to optimize collection in an effort to provide the most cost-effective service.
2. Emphasize customer service and education in an effort to increase recycling and divert yard waste from the landfill.
3. Respond to all work requests as scheduled, or within one-half day of the request if immediate attention is required.
4. Plan for future growth of the City and the impact that growth may have on service levels.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<b><u>Workload Measures</u></b>					
Number of households	12,290	12,540	12,750	12,980	13,250
Tons of refuse collected	11,232	11,369	10,548	11,000	11,400
Tons of recycling collected	3,126	2,941	2,947	3,000	3,100
Recycling tonnage as a percentage of total refuse and recycling tonnage	22%	21%	22%	21%	23%
Tons of yard waste collected	2,325	2,684	2,702	2,530	2,500
Tons of yard waste per household	0.19	0.21	0.21	0.19	0.19
Bulk item/log and limb collections	910	940	732	900	900
<b><u>Efficiency Measures</u></b>					
Route efficiency (homes/hour for solid waste)	140	145	145	145	145
Route efficiency (homes/hour for yard waste)	220	220	220	220	220
Operating and maintenance expenditures:					
For refuse collection per ton	\$31.74	\$30.42	\$34.40	\$35.00	\$36.00
For refuse collection per account	\$29.01	\$27.58	\$28.46	\$29.00	\$30.00
For refuse collection & disposal per account	\$60.75	\$58.20	\$61.08	\$62.00	\$63.00
For recycling services per account	\$29.74	\$30.92	\$27.84	\$29.76	\$30.65
<b><u>Outcome Measures</u></b>					
Citizen survey satisfaction ratings for:					
Refuse collection	N/A	N/A	94%	N/A	95%
Recycling services	N/A	N/A	93%	N/A	95%
Yard waste collection	N/A	N/A	89%	N/A	95%
Participate in recycling*	N/A	N/A	94%	N/A	95%

\*This survey question was first asked during the 2009 survey.

<b>PUBLIC WORKS</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>290 SOLID WASTE COLLECTION</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ 364,587	\$ 429,221	\$ 429,221	\$ 465,458	\$ 36,237	\$ 459,099
02 Overtime	26,201	14,000	14,000	16,000	2,000	16,500
03 Part-time	-	-	-	-	-	-
04 Witness fees	-	-	-	-	-	-
06 FICA	29,736	33,906	33,906	35,255	1,349	35,121
07 Retirement - IPERS	27,907	33,020	33,020	40,094	7,074	41,319
08 Pension	-	-	-	-	-	-
09 Group insurance	82,932	106,330	106,330	76,647	(29,683)	80,479
10 Unemployment	-	-	-	-	-	-
11 Allowance	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$ 531,363</b>	<b>\$ 616,477</b>	<b>\$ 616,477</b>	<b>\$ 633,454</b>	<b>\$ 16,977</b>	<b>\$ 632,518</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ -	\$ 200	\$ 200	\$ 200	\$ -	\$ 200
22 Recruitment	-	-	-	-	-	-
23 Professional services	50	-	-	-	-	-
24 Contributions to other agencies	708,674	779,108	786,392	836,830	57,722	840,000
27 Data processing	1,673	4,320	2,160	4,320	-	4,320
28 Dues and memberships	-	-	-	-	-	-
29 Insurance	-	-	-	-	-	-
32 Uniforms and laundry	4,793	4,400	4,400	4,600	200	4,800
35 Printing and copying	820	1,200	1,200	1,200	-	1,200
40 Building and grounds maint.	1,790	-	308	-	-	-
41 Vehicle and equipment maint.	18,096	10,000	15,000	10,000	-	10,000
46 Training and development	-	-	-	-	-	-
48 Utility service	-	-	-	-	-	-
49 Petty cash	-	-	-	-	-	-
51 Maintenance supplies	130	-	72	-	-	-
54 Minor equipment	844	1,000	-	1,000	-	1,000
55 DARE expenditures	-	-	-	-	-	-
56 Vehicle maintenance supplies	41,401	37,000	40,000	40,000	3,000	44,000
57 Vehicle operation supplies	72,971	100,000	90,000	96,200	(3,800)	98,000
58 Office supplies	-	-	-	-	-	-
59 Operating supplies	6,075	7,800	5,000	6,000	(1,800)	6,000
60 Safety and medical supplies	322	500	500	500	-	500
61 Refunds	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ 857,639</b>	<b>\$ 945,528</b>	<b>\$ 945,232</b>	<b>\$ 1,000,850</b>	<b>\$ 55,322</b>	<b>\$ 1,010,020</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72 Furniture and fixtures	35,100	36,000	35,975	48,000	12,000	48,000
73 Equipment replacement fund	186,198	186,198	186,198	181,039	(5,159)	181,039
74 Office equipment	-	-	-	-	-	-
75 Operating equipment	-	-	-	-	-	-
76 Property improvements	-	-	-	-	-	-
77 Economic development	-	-	-	-	-	-
79 Books, films and recordings	-	-	-	-	-	-
97 Transfers out	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ 221,298</b>	<b>\$ 222,198</b>	<b>\$ 222,173</b>	<b>\$ 229,039</b>	<b>\$ 6,841</b>	<b>\$ 229,039</b>
91 Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95 Contingency	-	-	-	-	-	-
<b>SOLID WASTE COLLECTION</b>	<b>\$ 1,610,300</b>	<b>\$ 1,784,203</b>	<b>\$ 1,783,882</b>	<b>\$ 1,863,343</b>	<b>\$ 79,140</b>	<b>\$ 1,871,577</b>

**FUNCTION: Public Works**  
**ACTIVITY: Solid Waste Collection**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Supervisor, Mechanic, Waste Collection Operators (6)	\$ 465,458
02	Overtime	\$ 16,000
06	FICA	\$ 35,255
07	IPERS	\$ 40,094
09	Group insurance	\$ 76,647
21	Informational advertisements and brochures	\$ 200
24	Landfill and transfer station charges	\$ 376,200
	Curb It! Recycling program	\$ 408,630
	Appliance disposal	\$ 5,000
	Bulk item collection (annual)	\$ 47,000
27	AVL operation fees	\$ 4,320
32	Uniform allowance for employees (8)	\$ 4,600
35	Spring clean-up mailing and solid waste brochures	\$ 1,200
41	Contracted equipment repairs	\$ 10,000
54	Miscellaneous tools	\$ 1,000
56	Wear items (tires, batteries, etc.)	\$ 8,000
	Repair parts for eight vehicles	\$ 32,000
57	Fuel	\$ 91,200
	Oil, hydraulic fluid, coolant, grease	\$ 5,000
59	Miscellaneous supplies	\$ 1,000
	Vehicle washing	\$ 4,000
	Towing	\$ 1,000
60	Safety equipment	\$ 500
72	Solid waste containers	\$ 48,000
73	Equipment Replacement Fund contribution	\$ 181,039

**FUNCTION: Public Works**  
**ACTIVITY: Sanitary Sewer and Wastewater**

**OVERVIEW:** This activity contributes to the public health through the installation and maintenance of an effective sanitary sewer system.

**SANITARY SEWERS**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	175,842	142,163	142,163	160,432
Contractual & supply service	34,145	50,300	45,622	50,290
Capital outlay	107,192	106,748	105,083	107,900
<b>Total expenditures</b>	<b>\$ 317,179</b>	<b>\$ 299,211</b>	<b>\$ 292,868</b>	<b>\$ 318,622</b>
Fees	-	-	-	-
Grants	426	-	-	-
Other	372,808	370,051	361,555	367,025
<b>Total revenue</b>	<b>\$ 373,234</b>	<b>\$ 370,051</b>	<b>\$ 361,555</b>	<b>\$ 367,025</b>
<b>Net amount supported by property taxes</b>	<b>\$ (56,055)</b>	<b>\$ (70,840)</b>	<b>\$ (68,687)</b>	<b>\$ (48,403)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$18,300 in personnel costs which reflects normal increases for existing staff.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The overall condition of the sanitary sewer collection system has improved significantly over the last ten years due to aggressive funding by both Sewer Districts. Therefore, the Property Improvement budget is expected to remain stable or even decrease in subsequent years.
- ❖ The Wastewater Reclamation Authority has completed a Facility Plan Update that outlines the needs of the agency for the next 20 year and beyond. Implementation of the Facility Plan Update may impact both governance and funding in the future.

**FUNCTION: Public Works**  
**ACTIVITY: Sanitary Sewer and Wastewater**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To improve the condition of the collection system through cleaning, structure maintenance and rehabilitation.**

PERFORMANCE OBJECTIVES:

1. Routinely clean at least 300,000 linear feet of sanitary sewer line. This would enable the City of Urbandale to clean each line every 3.5 years.
2. Isolate problem areas and televise 30,000 feet of sanitary sewer line. Using the results, develop a maintenance program that utilizes lining, excavation repairs or other rehabilitation methods.
3. Inspect 200 sanitary manholes and develop a maintenance plan to maintain structural integrity and eliminate infiltration.

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**PERFORMANCE MEASURES**

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	<b><u>07-08</u></b>	<b><u>08-09</u></b>	<b><u>09-10</u></b>	<b><u>10-11</u></b>	<b><u>11-12</u></b>
	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Actual</u></b>	<b><u>Estimate</u></b>	<b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Linear feet of lines maintained	960,000	985,000	1,000,000	1,010,000	1,015,000
Linear feet of lines cleaned	213,967	353,954	226,786	350,000	350,000
Number of structures repaired	34	64	47	40	40
<i><u>Efficiency Measures</u></i>					
Linear feet cleaned per FTE	378,445	426,056	340,834	400,000	400,000
Structures repaired per FTE	144	158	258	150	150
<i><u>Outcome Measures</u></i>					
Average years between cleaning	4.49	2.78	4.41	2.89	2.90
Sanitary sewer backups	3	1	1	2	3
Citizen survey satisfaction rating for sewer services	N/A	N/A	94%	N/A	95%

<b>PUBLIC WORKS</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 291 SANITARY SEWERS

### PERSONAL SERVICES

01	Salaries	\$ 111,356	\$ 99,286	\$ 99,286	\$ 109,710	\$ 10,424	\$ 108,000
02	Overtime	9,069	4,000	4,000	5,000	1,000	5,000
03	Part-time	5,238	8,800	8,800	8,800	-	8,800
04	Witness fees	-	-	-	-	-	-
06	FICA	9,596	8,575	8,575	8,310	(265)	8,262
07	Retirement - IPERS	7,535	8,211	8,211	9,450	1,239	9,720
08	Pension	-	-	-	-	-	-
09	Group insurance	33,048	13,291	13,291	19,162	5,871	19,545
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 175,842</b>	<b>\$ 142,163</b>	<b>\$ 142,163</b>	<b>\$ 160,432</b>	<b>\$ 18,269</b>	<b>\$ 159,327</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	16,940	16,460	17,202	21,000	4,540	21,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	1,440	720	1,440	-	1,440
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	1,174	1,100	1,100	1,150	50	1,200
35	Printing and copying	234	-	-	-	-	-
40	Building and grounds maint.	331	-	-	-	-	-
41	Vehicle and equipment maint.	298	3,000	1,500	1,500	(1,500)	2,000
46	Training and development	390	400	400	400	-	400
48	Utility service	1,515	1,600	1,800	1,600	-	1,600
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	2,408	10,000	5,000	6,000	(4,000)	6,000
54	Minor equipment	29	1,000	500	500	(500)	500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	4,616	5,000	8,000	7,000	2,000	7,000
57	Vehicle operation supplies	5,798	9,300	8,400	8,700	(600)	9,000
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	412	500	500	500	-	500
60	Safety and medical supplies	-	500	500	500	-	500
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 34,145</b>	<b>\$ 50,300</b>	<b>\$ 45,622</b>	<b>\$ 50,290</b>	<b>\$ (10)</b>	<b>\$ 51,140</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	6,748	6,748	6,748	7,900	1,152	7,886
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	100,444	100,000	98,335	100,000	-	100,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 107,192</b>	<b>\$ 106,748</b>	<b>\$ 105,083</b>	<b>\$ 107,900</b>	<b>\$ 1,152</b>	<b>\$ 107,886</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>SANITARY SEWERS</b>		<b>\$ 317,179</b>	<b>\$ 299,211</b>	<b>\$ 292,868</b>	<b>\$ 318,622</b>	<b>\$ 19,411</b>	<b>\$ 318,353</b>
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**FUNCTION: Public Works**  
**ACTIVITY: Sanitary Sewer and Wastewater**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Sewer System Operator II, Sewer Operator I	\$ 109,710
02	Overtime	\$ 5,000
03	Seasonal Laborers (2)	\$ 8,800
06	FICA	\$ 8,310
07	IPERS	\$ 9,450
09	Group insurance	\$ 19,162
23	Television survey of sanitary sewer lines	\$ 19,500
	Mowing	\$ 1,500
27	AVL leasing fees	\$ 1,440
32	Uniform allowance	\$ 1,150
41	Merle Hay Road lift station repairs	\$ 1,000
	Outside contractor	\$ 500
46	Waste water technical training	\$ 400
48	Electric service, telephone	\$ 1,600
51	Castings, adjusting rings, concrete	\$ 6,000
54	Minor tools	\$ 500
56	Maintenance items for four vehicles	\$ 1,000
	Jet machine replacement parts	\$ 6,000
57	Fuel	\$ 7,900
	Oil, hydraulic fluid, coolant, grease	\$ 800
59	Operating supplies	\$ 500
60	Safety equipment	\$ 500
73	Equipment Replacement Fund contribution	\$ 7,900
76	Sewer lining program & manhole rehabilitation program	\$ 100,000

**FUNCTION: Public Works**  
**ACTIVITY: Storm Water Utility Fund**

**OVERVIEW:** This activity provides for the pollution preventions program, street cleaning program and maintenance of the storm sewer system, street drainage system.

**STORM WATER UTILITY FUND (Storm Sewers Dept prior to FY11)**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	29,168	252,843	196,079	199,558
Contractual & supply service	50,184	38,590	58,570	43,665
Capital outlay	-	95,104	100,104	125,429
<b>Total expenditures</b>	<b>\$ 79,352</b>	<b>\$ 386,537</b>	<b>\$ 354,753</b>	<b>\$ 368,652</b>
Fees	-	-	-	575,000
Grants	-	-	-	-
Other	5,225	-	-	-
<b>Total revenue</b>	<b>\$ 5,225</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 575,000</b>
<b>Net amount supported by stormwater fees</b>	<b>\$ 74,127</b>	<b>\$ 386,537</b>	<b>\$ 354,753</b>	<b>\$ (206,348)</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$30,000 in stormwater improvement projects, for a total of \$80,000 in projects identified through the 2011-2016 Capital Improvements Program document.
- ❖ Rates are scheduled to increase by \$0.25 on July 1, 2011, and an additional \$0.25 on July 1, 2012. Revenue is expected to increase from \$450,000 during the current year to \$575,000 in FY 2011-12.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Compliance with Phase II Stormwater Regulations may require additional staffing and resources to be allocated to this activity in the future.
- ❖ Currently \$50,000 annually is dedicated to improvement of the storm sewer and creek systems. In order to maintain the quality of the asset, in FY2012/2013 this amount will increase to \$100,000 to address larger projects.

**FUNCTION: Public Works**  
**ACTIVITY: Storm Water Utility Fund**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To protect the City's infrastructure investment and to protect private property by providing an efficient, well-maintained system for the removal of storm water runoff.**

PERFORMANCE OBJECTIVES:

1. Maintain the infrastructure and natural drainage ways of the storm sewer system to effectively remove storm water runoff.
2. Design and implement appropriate inventory, evaluation, and repair prioritization programs to ensure that storm sewer infrastructure is properly maintained.
3. Extend the useful life of the storm sewer infrastructure through effective preventive maintenance procedures.
4. Ensure that the storm sewer system capacity is appropriate by conducting periodic engineering reviews of the system.

**GOAL: To protect the public health and the environment by providing an efficient, well-maintained system for the removal of storm water runoff.**

PERFORMANCE OBJECTIVES:

1. Monitor and comply with storm water regulations related to the National Pollutant Discharge Elimination System (NPDES) Phase II.
2. Maintain the storm sewer system to minimize flooding, ponding, or dangerous conditions.

**PERFORMANCE MEASURES**

	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<u>Workload Measures</u>					
Percentage of structures inspected	25%	25%	25%	25%	25%
Storm sewer repairs	70	98	99	120	100
Number of lane miles swept	2,054	2,538	3,041	3,000	2,800
<u>Efficiency Measures</u>					
Hours per storm sewer repair	12.9	19.1	18.9	18	18
Street sweeping expenditures					
Per linear mile swept	\$47.23	\$40.02	\$39.10	\$40.00	\$40.00
Per capita *	\$2.70	\$2.65	\$3.05	\$2.75	\$2.57
<u>Outcome Measures</u>					
NPDES violations	0	0	0	0	0
Citizen survey satisfaction rating for storm drains	N/A	N/A	80%	N/A	95%
Citizen survey satisfaction rating for street cleaning services.	N/A	N/A	76%	N/A	>90%

\* 2005 special census data used starting in FY2006/07

<b>PUBLIC WORKS</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>STORM WATER UTILITY FUND (Storm Sewers Dept prior to FY11)</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 18,225	\$ 132,801	\$ 132,801	\$ 144,363	\$ 11,562	\$ 142,734
02	Overtime	-	-	5,000	5,000	5,000	5,000
03	Part-time	-	63,000	-	-	(63,000)	-
04	Witness fees	-	-	-	-	-	-
06	FICA	1,354	10,159	10,542	10,934	775	10,919
07	Retirement - IPERS	1,269	9,668	10,521	12,435	2,767	12,846
08	Pension	-	-	-	-	-	-
09	Group insurance	8,320	37,215	37,215	26,826	(10,389)	27,363
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 29,168</b>	<b>\$ 252,843</b>	<b>\$ 196,079</b>	<b>\$ 199,558</b>	<b>\$ (53,285)</b>	<b>\$ 198,862</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	234	1,000	22,000	4,000	3,000	4,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	1,440	720	1,440	-	1,440
28	Dues and memberships	-	4,000	4,000	4,000	-	4,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	1,650	1,650	1,725	75	1,725
35	Printing and copying	-	2,000	1,000	1,000	(1,000)	1,000
40	Building and grounds maint.	48,418	-	-	-	-	-
41	Vehicle and equipment maint.	-	1,000	1,000	1,000	-	1,000
46	Training and development	-	1,000	1,000	1,000	-	1,000
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	1,532	7,000	12,000	12,000	5,000	12,000
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	8,000	7,000	8,000	-	8,000
57	Vehicle operation supplies	-	10,500	8,000	8,500	(2,000)	9,000
58	Office supplies	-	-	-	1,000	1,000	-
59	Operating supplies	-	1,000	200	-	(1,000)	1,000
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 50,184</b>	<b>\$ 38,590</b>	<b>\$ 58,570</b>	<b>\$ 43,665</b>	<b>\$ 5,075</b>	<b>\$ 44,165</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	45,104	45,104	45,429	325	45,429
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	50,000	55,000	80,000	30,000	100,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ 95,104</b>	<b>\$ 100,104</b>	<b>\$ 125,429</b>	<b>\$ 30,325</b>	<b>\$ 145,429</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>STORM WATER UTILITY FUND</b>							
<b>(Storm Sewers Dept prior to FY11)</b>							
		<b>\$ 79,352</b>	<b>\$ 386,537</b>	<b>\$ 354,753</b>	<b>\$ 368,652</b>	<b>\$ (17,885)</b>	<b>\$ 388,456</b>

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**FUNCTION: Public Works**  
**ACTIVITY: Stormwater Utility Fund**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	½ Laborer – other ½ in Roadway Maintenance, 30% Staff Engineer – other 70% in Engineering and Public Works Administration, Light Equipment Operators (2)	\$ 144,363
02	Overtime	\$ 5,000
06	FICA	\$ 10,934
07	IPERS	\$ 12,435
09	Group insurance	\$ 26,826
23	Television survey of storm sewer lines	\$ 4,000
27	AVL Leasing Fees	\$ 1,440
28	Stormwater Phase II regulations	\$ 4,000
32	Uniforms for three employees	\$ 1,725
35	Stormwater publications and educational materials	\$ 1,000
41	Contracted street sweeper repairs	\$ 1,000
46	Training	\$ 1,000
51	Intake maintenance supplies	\$ 8,000
	Storm sewer maintenance supplies	\$ 3,000
	Creek maintenance supplies	\$ 1,000
56	Street sweeper brooms	\$ 6,000
	Sweeper maintenance parts	\$ 2,000
57	Fuel	\$ 8,000
	Oil, hydraulic fluid, coolant, grease	\$ 500
59	Operating supplies	\$ 1,000
73	Equipment replacement fund contribution	\$ 45,429
76	Stormwater Improvement Program	\$ 80,000

**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

**OVERVIEW:** This activity provides administrative support for the Engineering and Public Works Department.

**ENGINEERING and PUBLIC WORKS ADMIN.**

FINANCIAL SUMMARY				
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	500,270	498,726	500,685	520,432
Contractual & supply service	102,918	115,690	109,145	122,996
Capital outlay	3,603	10,000	10,000	-
<b>Total expenditures</b>	<b>\$ 606,791</b>	<b>\$ 624,416</b>	<b>\$ 619,830</b>	<b>\$ 643,428</b>
Fees	1,050	1,750	1,000	1,500
Grants	-	-	-	-
Other	39,952	35,406	35,902	36,741
<b>Total revenue</b>	<b>\$ 41,002</b>	<b>\$ 37,156</b>	<b>\$ 36,902</b>	<b>\$ 38,241</b>
<b>Net amount supported by property taxes</b>	<b>\$ 565,789</b>	<b>\$ 587,260</b>	<b>\$ 582,928</b>	<b>\$ 605,187</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$21,700 in salaries and benefits, which reflects normal increases for full time staff, offset by reduced group insurance costs.
- ↓ A decrease of \$10,000 in Property Improvements due to new storefront being installed in the current year budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As the Geographic Information System (GIS) continues to become more integral to the operations of the Engineering and Public Works Department, ongoing software maintenance expenses will continue to increase.

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**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To administer all Engineering and Public Works activities in support of service delivery and infrastructure maintenance.**

PERFORMANCE OBJECTIVES:

1. Plan, schedule and supervise all engineering and public works assignments on a daily basis to complete weekly and seasonal activities, and to respond to emergency situations.
2. Prepare plans and specifications, and identify funding sources and estimated construction timeframes for the City's Capital Improvements Program.
3. Review all rezoning, platting, public improvement projects, and site plans to ensure that the proposed public improvement projects meet required specifications and standards.
4. Coordinate and assist others to plan, develop and execute public improvement projects.
5. Coordinate the inspection of structural, mechanical and electrical systems in City owned buildings and develop a preventative maintenance program for the structures.
6. Provide a safe working environment through active participation in the employee's safety program, safety training for all the department's divisions and special training to employees with specific job exposures.
7. Administer the replacement of the vehicles and equipment for all of the department's divisions.
8. Respond to all citizen concerns or inquiries within established City timeframes.

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**PERFORMANCE MEASURES**

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	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Utility permits reviewed and approved	50	132	75	60	100
Invoices prepared and collected	1,368	867	1,342	1,220	1,300
Work orders processed	4,699	4,023	4,320	4,600	4,700

<b>PUBLIC WORKS</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>295 ENGINEERING and PUBLIC WORKS ADMIN.</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 374,519	\$ 377,319	\$ 377,000	\$ 406,577	\$ 29,258	\$ 405,280
02	Overtime	-	-	-	-	-	-
03	Part-time	3,584	-	5,917	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	28,114	28,865	27,000	29,953	1,088	31,004
07	Retirement - IPERS	24,419	26,224	25,000	35,022	8,798	36,475
08	Pension	-	-	-	-	-	-
09	Group insurance	66,294	62,468	62,468	45,030	(17,438)	45,931
10	Unemployment	-	-	-	-	-	-
11	Allowance	3,340	3,850	3,300	3,850	-	3,850
<b>Sub-Total</b>		<b>\$ 500,270</b>	<b>\$ 498,726</b>	<b>\$ 500,685</b>	<b>\$ 520,432</b>	<b>\$ 21,706</b>	<b>\$ 522,540</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 88	\$ 200	\$ 50	\$ 200	\$ -	\$ 200
22	Recruitment	-	-	-	3,200	3,200	3,000
23	Professional services	5,365	-	45	-	-	-
24	Contributions to other agencies	700	-	-	-	-	-
27	Data processing	37,794	43,700	43,700	44,700	1,000	45,000
28	Dues and memberships	2,799	2,800	2,800	2,800	-	2,800
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	45	150	150	150	-	150
35	Printing and copying	4,864	10,700	8,000	10,700	-	10,700
40	Building and grounds maint.	20,575	25,440	23,000	28,026	2,586	19,000
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	6,599	6,000	6,000	6,520	520	7,020
48	Utility service	18,179	21,300	20,000	21,300	-	21,300
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	406	1,500	1,500	1,500	-	1,500
54	Minor equipment	995	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	3,432	3,500	3,500	3,500	-	3,500
59	Operating supplies	483	300	300	300	-	300
60	Safety and medical supplies	594	100	100	100	-	100
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 102,918</b>	<b>\$ 115,690</b>	<b>\$ 109,145</b>	<b>\$ 122,996</b>	<b>\$ 7,306</b>	<b>\$ 114,570</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	3,603	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	10,000	10,000	-	(10,000)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 3,603</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>	<b>(10,000)</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>ENGINEERING and PUBLIC WORKS ADMIN.</b>		<b>\$ 606,791</b>	<b>\$ 624,416</b>	<b>\$ 619,830</b>	<b>\$ 643,428</b>	<b>\$ 19,012</b>	<b>\$ 637,110</b>

**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director of Engineering and Public Works, Assistant Director of Public Works, Assistant Director of Engineering, Departmental Secretary, Staff Engineer 70%, performance bonus	\$ 406,577
06	FICA	\$ 29,953
07	IPERS	\$ 35,022
09	Group insurance	\$ 45,030
11	Vehicle allowance	\$ 3,300
	Spot awards	\$ 550
21	Bid advertising	\$ 200
27	GeoPak software maintenance	\$ 3,200
	CarteGraph maintenance	\$ 13,500
	ArcView maintenance	\$ 5,300
	Microstation maintenance	\$ 2,200
	Sprint card fees 5 cards + 1 GPS	\$ 3,000
	GIS computers - 3	\$ 9,000
	Arc View License - new concurrent	\$ 3,500
	Toughbook	\$ 5,000
28	APWA, AWW, NSPS, IES, and ASCE memberships	\$ 2,800
32	Rain and cold weather jackets	\$ 150
35	Miscellaneous printing/copying	\$ 6,350
	Copier maintenance (½ in Community Development)	\$ 1,200
	City map printing	\$ 2,500
	Plan copier maintenance ( other ½ in Community Development)	\$ 650
40	Electrical maintenance contract	\$ 3,000
	Facility maintenance and HVAC maintenance	\$ 683
	Building custodial services contract (Administrative, and Public Works)	\$ 5,303
	Miscellaneous maintenance supplies and contract maintenance	\$ 5,240
	Streetscape banner pole parts and new banners	\$ 13,000
	Drinking fountain at Public Works facility	\$ 800
46	APWA national conference	\$ 3,500
	APWA state conference	\$ 200
	Technical conferences	\$ 2,000
	Concrete paving seminars	\$ 720
	IES meetings	\$ 100
48	Voice and data, water, electric, gas, cell phones (Director, Assistant Director, PW Coordinator)	\$ 21,300
51	Operating supplies, janitorial supplies	\$ 1,500

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**FUNCTION: Public Works**  
**ACTIVITY: Engineering and Public Works Administration**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
58	Office supplies	\$ 3,500
59	Operating supplies	\$ 300
60	First aid supplies	\$ 100



<b>CULTURE AND RECREATION</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>400 CULTURE AND RECREATION SUMMARY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 1,535,849	\$ 1,560,757	\$ 1,556,721	\$ 1,634,379	\$ 73,622	1,624,370
02	Overtime	27,032	17,800	17,861	20,000	2,200	22,000
03	Part-time	803,085	956,883	956,582	916,006	(40,877)	900,509
04	Witness fees	-	-	-	-	-	-
06	FICA	176,252	194,000	192,496	192,575	(1,425)	192,489
07	Retirement - IPERS	144,433	170,847	164,397	207,001	36,154	220,217
08	Pension	-	-	-	-	-	-
09	Group insurance	418,370	451,899	451,899	306,587	(145,312)	312,717
10	Unemployment	63,572	-	3,000	60,000	60,000	60,000
11	Allowance	3,896	4,230	4,100	4,225	(5)	4,325
<b>Sub-Total</b>		<b>\$ 3,172,489</b>	<b>\$ 3,356,416</b>	<b>\$ 3,347,056</b>	<b>\$ 3,340,773</b>	<b>\$ (15,643)</b>	<b>\$ 3,336,627</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 28,566	\$ 25,625	\$ 24,625	\$ 17,650	\$ (7,975)	\$ 20,350
22	Recruitment	-	-	-	14,600	14,600	14,900
23	Professional services	404,169	462,364	456,114	471,873	9,509	477,250
24	Contributions to other agencies	597,460	655,034	658,414	701,000	45,966	704,500
27	Data processing	131,547	115,648	116,365	118,300	2,652	121,050
28	Dues and memberships	36,004	37,890	38,140	41,351	3,461	39,295
29	Insurance	100,170	-	-	-	-	-
32	Uniforms and laundry	5,943	7,850	7,600	6,850	(1,000)	7,800
35	Printing and copying	59,635	69,700	69,700	67,575	(2,125)	69,400
40	Building and grounds maint.	160,945	153,425	153,425	157,390	3,965	165,500
41	Vehicle and equipment maint.	5,100	9,830	12,330	13,700	3,870	15,800
46	Training and development	26,024	29,654	29,654	20,100	(9,554)	23,550
48	Utility service	232,088	277,223	272,685	273,785	(3,438)	281,750
49	Petty cash	246	550	550	550	-	550
51	Maintenance supplies	200,094	219,618	219,018	227,855	8,237	235,800
54	Minor equipment	14,662	8,800	8,800	9,800	1,000	10,100
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	18,262	15,500	15,500	13,500	(2,000)	15,000
57	Vehicle operation supplies	24,301	42,000	42,000	44,000	2,000	44,000
58	Office supplies	25,251	26,175	26,675	27,275	1,100	27,450
59	Operating supplies	113,663	146,290	145,150	136,600	(9,690)	138,000
60	Safety and medical supplies	9,666	10,750	10,750	7,825	(2,925)	10,125
61	Refunds	(75)	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 2,193,721</b>	<b>\$ 2,313,926</b>	<b>\$ 2,307,495</b>	<b>\$ 2,371,579</b>	<b>\$ 57,653</b>	<b>\$ 2,422,170</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 2,517	\$ 4,000	\$ 4,000	\$ 5,200	\$ 1,200	\$ 10,000
72	Furniture and fixtures	30,979	11,300	11,300	13,400	2,100	10,500
73	Equipment replacement fund	69,979	75,824	75,824	88,729	12,905	95,729
74	Office equipment	13,705	13,300	13,300	-	(13,300)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	182,310	150,500	150,000	150,000	(500)	150,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	214,891	189,000	189,000	185,000	(4,000)	187,500
97	Transfers out	-	-	-	422,500	422,500	425,000
<b>Sub-total</b>		<b>\$ 514,381</b>	<b>\$ 443,924</b>	<b>\$ 443,424</b>	<b>\$ 864,829</b>	<b>\$ 420,905</b>	<b>\$ 878,729</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	25,000	-	25,000	-	25,000
<b>CULTURE AND RECREATION SUMMARY</b>		<b>\$ 5,880,591</b>	<b>\$ 6,139,266</b>	<b>\$ 6,097,975</b>	<b>\$ 6,602,181</b>	<b>\$ 462,915</b>	<b>\$ 6,662,526</b>



**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

**OVERVIEW:** The Urbandale Public Library is committed to providing diverse resources for life-long learning and enjoyment.

**LIBRARY**

	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,483,287	1,595,801	1,586,441	1,577,396
Contractual & supply service	446,054	387,297	386,909	396,339
Capital outlay	250,133	206,100	206,100	187,300
<b>Total expenditures</b>	<b>\$ 2,179,474</b>	<b>\$ 2,189,198</b>	<b>\$ 2,179,450</b>	<b>\$ 2,161,035</b>
Fees	197,411	195,900	207,000	221,125
Grants	101,855	-	100,499	-
Other	143,499	124,135	126,240	123,400
<b>Total revenue</b>	<b>\$ 442,765</b>	<b>\$ 320,035</b>	<b>\$ 433,739</b>	<b>\$ 344,525</b>
<b>Net amount supported by property taxes</b>	<b>\$ 1,736,709</b>	<b>\$ 1,869,163</b>	<b>\$ 1,745,711</b>	<b>\$ 1,816,510</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A net decrease of \$18,400 in full-time salaries and benefits, which reflects normal increases for existing staff and offset by a decrease in group insurance allocation.
- ↓ A decrease of \$13,300 in office furniture, which reflects the completion of workstation upgrades completed in the prior year.

**FUTURE BUDGET CONSIDERATIONS**

- ❖ Recruitment for a new Library Director is currently underway, which may have an impact on personnel costs, depending on benefits package offered for this position.

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**FUNCTION: Culture and Recreation**

**ACTIVITY: Library**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: Residents of the Urbandale community will have current materials offered in multiple formats to meet their recreational needs.**

PERFORMANCE OBJECTIVES:

1. The Urbandale Public Library will hold 95% of the titles on best-seller lists representing a variety of formats.
2. The average wait for materials on the Urbandale Public Library hold list will be no more than three months.
3. The collection will increase in net size by approximately 4% annually, based on acquisition rates between 8%-12% of the collection and weeding rates between 6%-8% of the collection.

**GOAL: The youth of the Urbandale community will have diverse resources and programming that foster, encourage, and stimulate their interest in reading and learning.**

PERFORMANCE OBJECTIVES:

1. The median age of the overall Urbandale Public Library youth hardback fiction collection will be seven years. The median age of the youth picture book collection will be five years, measured by acquisition age. The median age of the youth nonfiction collection will be seven years.
2. The number of participants in the summer library program will remain constant.

**GOAL: Residents of the Urbandale community will have places to meet and interact with others in the community to invite discussion.**

PERFORMANCE OBJECTIVES:

1. The number of organizations using the meeting room will be maintained at the current annual level.
2. Improve user satisfaction of meeting room features and services by 5% annually.

**GOAL: Residents of the Urbandale community will have a comfortable and convenient destination to enhance family activities and encourage informal gathering.**

PERFORMANCE OBJECTIVES:

1. An average of 10% of the leisure and study seating at the Urbandale Public Library will be unoccupied.
2. The number of items needing repair, maintenance, or correction on an annual survey of the physical facility will remain constant or decrease from a baseline survey conducted in the fall of 2005.

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**FUNCTION: Culture and Recreation**

**ACTIVITY: Library**

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**GOAL: Residents of the Urbandale community will have diverse sources to meet the need for information and answers to questions on topics related to work, school, and personal life.**

PERFORMANCE OBJECTIVES:

1. The use of reference web links on the Urbandale Public Library web site will increase between 3%-5% annually.
2. The number of reference questions answered at the Urbandale Public Library will increase 5% annually.

**GOAL: Residents of the Urbandale community will have diverse resources that meet their need for information about local and world events.**

PERFORMANCE OBJECTIVES:

1. Total use of online subscription databases will increase by 5% annually.
2. The number of adult programs offered annually will increase by one.

**GOAL: Residents of the Urbandale community will have consumer information sources that address their need to make informed decisions and become more self-sufficient.**

PERFORMANCE OBJECTIVES:

1. The number of printed consumer aids distributed by the library will increase by 3% annually from the baseline determined in fiscal year 2005/06.
2. The number of persons attending consumer information sessions at the Urbandale Public Library will increase an average of 10% a year from a baseline measured in fiscal year 2005/06.

**GOAL: Residents of the Urbandale community will have the resources, public technology, and skills for self-directed personal growth and development.**

PERFORMANCE OBJECTIVES:

1. The number of participants in public technology classes will increase by 10% annually.
2. The number of public computer uses will continue at the same level annually.

**GOAL: Residents of the city of Urbandale will have priority to the services and resources available at the Urbandale Public Library.**

PERFORMANCE OBJECTIVES:

1. Increase the use of the library by Urbandale residents by 2% annually.

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Service area population	38,542	38,542	38,542	38,542	38,542
Registered borrowers	44,518	45,122	46,423	47,000	48,000
Attendance at library programs	7,192	9,985	8,872	9,000	10,000
Registered borrowers as percentage of service area population	116%	118%	120%	122%	124%
Total Library visits	325,671	341,911	350,409	355,000	360,000
Library visits per capita	8.5	8.9	9.1	9.2	9.3
Library visits per registered borrower	7.3	7.6	7.5	7.5	7.5
Total circulation	644,028	721,363	714,973	720,000	730,500
Circulation per capita	16.9	18.8	18.5	18.7	18.9
Circulation per registered borrower	14.5	16.0	15.4	15.3	15.2
<i><u>Outcome Measures</u></i>					
Citizen survey satisfaction rating for library services	N/A	N/A	93%	N/A	N/A
Citizen survey rating for library usage*	N/A	N/A	77%	N/A	N/A

\*This question was first asked on the 2009 Citizen Survey.

<b>CULTURE AND RECREATION</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 410 LIBRARY

### PERSONAL SERVICES

01	Salaries	\$ 714,770	\$ 750,972	\$ 746,936	\$ 791,551	\$ 40,579	\$ 789,025
02	Overtime	-	-	61	-	-	-
03	Part-time	404,012	432,301	432,000	438,033	5,732	434,091
04	Witness fees	-	-	-	-	-	-
06	FICA	82,860	90,520	89,016	93,132	2,612	93,568
07	Retirement - IPERS	70,045	82,237	75,787	100,862	18,625	110,080
08	Pension	-	-	-	-	-	-
09	Group insurance	211,275	239,241	239,241	153,293	(85,948)	156,359
10	Unemployment	-	-	3,000	-	-	-
11	Allowance	325	530	400	525	(5)	525
<b>Sub-Total</b>		<b>\$ 1,483,287</b>	<b>\$ 1,595,801</b>	<b>\$ 1,586,441</b>	<b>\$ 1,577,396</b>	<b>\$ (18,405)</b>	<b>\$ 1,583,648</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 9,288	\$ 2,825	\$ 2,825	\$ 350	\$ (2,475)	\$ 350
22	Recruitment	-	-	-	1,400	1,400	1,400
23	Professional services	7,256	7,554	7,554	9,563	2,009	9,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	108,400	91,048	91,048	96,400	5,352	97,000
28	Dues and memberships	33,599	35,535	35,535	38,161	2,626	36,000
29	Insurance	12,208	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	10,436	14,725	14,725	13,925	(800)	12,000
40	Building and grounds maint.	79,720	62,115	62,115	66,090	3,975	70,000
41	Vehicle and equipment maint.	1,481	830	830	700	(130)	800
46	Training and development	11,167	9,449	9,449	5,650	(3,799)	5,800
48	Utility service	93,258	100,388	100,000	100,000	(388)	101,000
49	Petty cash	196	350	350	400	50	400
51	Maintenance supplies	29,771	23,503	23,503	24,450	947	24,500
54	Minor equipment	9,956	1,200	1,200	550	(650)	500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	20,212	21,000	21,000	21,000	-	21,000
59	Operating supplies	17,305	15,000	15,000	16,000	1,000	16,000
60	Safety and medical supplies	1,801	1,775	1,775	1,700	(75)	1,700
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 446,054</b>	<b>\$ 387,297</b>	<b>\$ 386,909</b>	<b>\$ 396,339</b>	<b>\$ 9,042</b>	<b>\$ 397,950</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	22,237	3,800	3,800	2,300	(1,500)	2,500
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	13,005	13,300	13,300	-	(13,300)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	214,891	189,000	189,000	185,000	(4,000)	187,500
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 250,133</b>	<b>\$ 206,100</b>	<b>\$ 206,100</b>	<b>\$ 187,300</b>	<b>\$ (18,800)</b>	<b>\$ 190,000</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>LIBRARY</b>	<b>\$ 2,179,474</b>	<b>\$ 2,189,198</b>	<b>\$ 2,179,450</b>	<b>\$ 2,161,035</b>	<b>\$ (28,163)</b>	<b>\$ 2,171,598</b>
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**FUNCTION: Culture and Recreation****ACTIVITY: Library**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Library Director, Assistant Library Director, Technology Assistant, Youth Services Librarian, Technical Services Supervisor, Audio Visual Librarian, Circulation Manager, Reference Manager, Administrative Assistant, Custodian, Librarian (Children's, Delinquencies), Librarian (Circulation), performance bonus	\$ 791,551
03	Part-time	\$ 438,033
06	FICA	\$ 93,132
07	IPERS	\$ 100,862
09	Group insurance	\$ 153,293
11	Spot awards	\$ 525
21	Winter Reading Program, sandwich board and other signage	\$ 350
22	Recruitment expenses, pre-employment testing & screenings	\$ 1,400
23	Annual audit	\$ 3,513
	Movie license	\$ 1,800
	Van delivery to Johnston	\$ 2,500
	Adult programming and author visits	\$ 1,550
	Library footprint map design	\$ 200
27	OCLC cataloging	\$ 16,800
	SIRSI annual software support	\$ 32,000
	Authority control express quarterly (AEX)	\$ 2,200
	Authority control annual (AUP)	\$ 1,200
	Meeting room booking system annual service	\$ 1,300
	Antivirus subscription renewal	\$ 700
	Envisionware maintenance	\$ 2,700
	Altiris software maintenance	\$ 2,100
	Computer support services (Vital)	\$ 6,000
	Laptop lab annual maintenance	\$ 150
	Maintenance for servers (10)	\$ 12,000
	Replacement public internet computers (6)	\$ 10,000
	Memory upgrades for Windows 7	\$ 1,300
	UPS for server racks	\$ 2,950
	Replacement Altiris server	\$ 5,000
28	Microsoft Technet subscription	\$ 250
	Proquest	\$ 1,900
	Ebsco Novelist & Auto Repair databases	\$ 2,700
	Reference USA	\$ 5,000
	Heritage Quest online	\$ 800

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Library**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Next Reads	\$ 1,420
	Value Line Investment Survey Online	\$ 3,000
	Current newspapers/periodical subscriptions	\$ 15,000
	Sirsi-Dynix users group	\$ 100
	Ancestry library edition	\$ 1,800
	Biography Resource Center	\$ 2,800
	Ebsco Host	\$ 1,200
	Notary Public Fees	\$ 30
	WikiSpaces subscription	\$ 200
	American Library Association and Iowa Library Association dues	\$ 1,961
35	Postage	\$ 8,500
	Postage meter lease	\$ 825
	Stationery	\$ 1,000
	Program guide printing	\$ 2,400
	Printing	\$ 1,200
40	Electrical contract	\$ 12,500
	Mechanical plant maintenance	\$ 36,000
	Carpet cleaning	\$ 2,700
	Window cleaning	\$ 500
	Paint touchup	\$ 2,000
	Miscellaneous service calls	\$ 3,500
	Wood furniture repair	\$ 1,700
	Chimney cleaning	\$ 600
	Roof/gutter maintenance and service	\$ 1,000
	Pest control	\$ 850
	Annual lift maintenance	\$ 250
	Roof repair	\$ 3,000
	Alarm system monitoring	\$ 630
	Security system monitoring	\$ 360
	Granite countertop re-finishing	\$ 500
41	Office equipment repair	\$ 700
46	Continuing education courses	\$ 500
	Committee meetings/workshops	\$ 200
	SIRSI User conference	\$ 1,500
	Iowa Library Association Conference (2)	\$ 800
	American Library Association conferences (1)	\$ 1,650

**FUNCTION: Culture and Recreation****ACTIVITY: Library**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Safety training	\$ 200
	Kids First conference	\$ 300
	Staff in-service day	\$ 500
48	Electric, gas, water, telephone, internet	\$ 100,000
49	Petty cash	\$ 400
51	Copier maintenance	\$ 8,050
	Janitorial supplies/paper products	\$ 7,200
	3M maintenance	\$ 7,800
	Printer maintenance (9)	\$ 1,400
58	Forms, staff computer supplies, circulation system supplies, other office supplies	\$ 21,000
59	Mending supplies, book processing supplies, detection strips, A/V supplies, art supplies, patron printer supplies, programming supplies, toner, replacement items for children's activity area	\$ 15,000
60	First aid supplies	\$ 300
	Fire extinguisher/smoke detector annual maintenance	\$ 1,400
72	Display board	\$ 1,500
	Storage cabinet for circulation area	\$ 800
79	Books	\$ 131,050
	DVDs	\$ 16,000
	CD books	\$ 16,000
	Compact discs – adult and juvenile	\$ 14,000
	Realia	\$ 500
	Downloadable audio books	\$ 3,200
	Teen game night materials	\$ 800
	Console games	\$ 2,000
	E-book consortium	\$ 1,450

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

**OVERVIEW:** This activity maintains and develops the City park system and provides a safe and clean venue for residents to spend their leisure time.

**PARKS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	1,104,236	1,119,837	1,119,837	1,107,901
Contractual & supply service	657,787	724,670	724,670	720,495
Capital outlay	258,118	237,324	237,324	255,029
<b>Total expenditures</b>	<b>\$ 2,020,141</b>	<b>\$ 2,081,831</b>	<b>\$ 2,081,831</b>	<b>\$ 2,083,425</b>
Fees	42,198	26,500	22,200	24,500
Grants	5,403	-	-	-
Other	133,009	118,047	120,586	118,968
<b>Total revenue</b>	<b>\$ 180,610</b>	<b>\$ 144,547</b>	<b>\$ 142,786</b>	<b>\$ 143,468</b>
<b>Net amount supported by property taxes</b>	<b>\$ 1,839,531</b>	<b>\$ 1,937,284</b>	<b>\$ 1,939,045</b>	<b>\$ 1,939,957</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A net decrease of \$11,900 in full-time and part-time salaries and benefits, which reflects normal increases for existing staff and seasonal workers, offset by a decrease in group insurance costs.
- ↓ Other fluctuations in operating line items reflect internal reallocation of expenses amongst the categories, but overall effect was a decrease of \$4,750.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Cost of projects established in the Master Plan for the Walnut Creek Regional Park are significant and may result in the need for a bond referendum to continue development.
- ❖ As the city grows, the maintenance needs of all the City facilities continue to increase. This work is currently being handled by one Construction Coordinator in the Parks Department. Workload continues to exceed time availability, so the need to expand staff in this area will be a need in the near future.

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To improve the quality of life of Urbandale residents and visitors by providing safe, well-maintained, attractive parks and open spaces that meet the social, recreational and fitness needs of users.**

PERFORMANCE OBJECTIVES:

1. Ensure the safety of park users by maintaining open spaces, parklands, trails, equipment, and facilities according to appropriate industry and City standards.
2. Maximize park usage by employing maintenance techniques and procedures that allow high-volume use of sports fields, diamonds, trails, shelters, playgrounds, and other facilities.
3. Undertake appropriate planning to ensure adequate park and open space capacity in the future, particularly in recognition of the growth patterns of the City.
4. Enhance the community's park system by developing, maintaining and leveraging partnerships with appropriate service organizations and neighboring communities.
5. Support the Tree Board's annual tree plan to promote the City's image through planting, maintenance, removal and replacement of trees.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Total park acreage	904	910	912	920	937
Total number of acres mowed	437	448	395	397	455
Cost per acre for general mowing	\$23.75	\$23.75	\$24.48	\$26.92	\$25.23
Total number of parks	48	48	48	48	49
Total number of playgrounds	28	28	28	29	29
*Total miles of trails	37	40	39	40	41
Number of trees planted	159	167	164	250	200
* Trails have been redefined as only those 8 feet or wider. Prior to 2009-2010, some sidewalks were considered part of the trail system.					
<u>Outcome Measures</u>					
Citizen survey satisfaction rating for this activity	N/A	N/A	92%	N/A	93%
Percent of surveyed residents who have visited a neighborhood park	N/A	N/A	85%	N/A	90%

<b>CULTURE AND RECREATION</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>430 PARKS</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 566,384	\$ 556,760	\$ 556,760	\$ 573,740	\$ 16,980	\$ 567,842
02	Overtime	27,032	17,800	17,800	20,000	2,200	22,000
03	Part-time	201,814	275,060	275,060	213,023	(62,037)	205,133
04	Witness fees	-	-	-	-	-	-
06	FICA	59,318	64,935	64,935	59,487	(5,448)	59,133
07	Retirement - IPERS	51,939	62,025	62,025	67,771	5,746	69,568
08	Pension	-	-	-	-	-	-
09	Group insurance	140,795	139,557	139,557	110,180	(29,377)	112,383
10	Unemployment	53,458	-	-	60,000	60,000	60,000
11	Allowance	3,496	3,700	3,700	3,700	-	3,800
<b>Sub-Total</b>		<b>\$ 1,104,236</b>	<b>\$ 1,119,837</b>	<b>\$ 1,119,837</b>	<b>\$ 1,107,901</b>	<b>\$ (11,936)</b>	<b>\$ 1,099,859</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 3,244	\$ 4,000	\$ 4,000	\$ -	\$ (4,000)	\$ -
22	Recruitment	-	-	-	2,300	2,300	2,500
23	Professional services	256,396	275,900	275,900	283,400	7,500	286,000
24	Contributions to other agencies	500	-	-	500	500	500
27	Data processing	21,041	22,000	22,000	19,500	(2,500)	21,000
28	Dues and memberships	782	630	630	1,015	385	1,100
29	Insurance	43,981	-	-	-	-	-
32	Uniforms and laundry	4,300	5,500	5,500	4,500	(1,000)	5,000
35	Printing and copying	4,508	5,375	5,375	4,100	(1,275)	4,200
40	Building and grounds maint.	42,110	48,500	48,500	48,500	-	50,000
41	Vehicle and equipment maint.	751	4,000	7,000	5,000	1,000	6,000
46	Training and development	3,916	3,500	3,500	5,000	1,500	7,750
48	Utility service	60,622	78,750	75,750	76,500	(2,250)	78,750
49	Petty cash	45	-	-	-	-	-
51	Maintenance supplies	150,669	178,115	178,115	184,905	6,790	190,000
54	Minor equipment	3,256	4,000	4,000	4,400	400	4,250
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	18,262	15,500	15,500	13,500	(2,000)	15,000
57	Vehicle operation supplies	24,301	42,000	42,000	44,000	2,000	44,000
58	Office supplies	1,814	1,700	1,700	1,700	-	1,900
59	Operating supplies	11,415	28,200	28,200	16,700	(11,500)	15,000
60	Safety and medical supplies	6,174	7,000	7,000	4,975	(2,025)	7,250
61	Refunds	(300)	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 657,787</b>	<b>\$ 724,670</b>	<b>\$ 724,670</b>	<b>\$ 720,495</b>	<b>\$ (4,175)</b>	<b>\$ 740,200</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ 2,517	\$ 4,000	\$ 4,000	\$ 5,200	\$ 1,200	\$ 5,000
72	Furniture and fixtures	8,742	7,500	7,500	11,100	3,600	8,000
73	Equipment replacement fund	69,979	75,824	75,824	88,729	12,905	95,729
74	Office equipment	700	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	176,180	150,000	150,000	150,000	-	150,000
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 258,118</b>	<b>\$ 237,324</b>	<b>\$ 237,324</b>	<b>\$ 255,029</b>	<b>\$ 17,705</b>	<b>\$ 258,729</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>PARKS</b>		<b>\$ 2,020,141</b>	<b>\$ 2,081,831</b>	<b>\$ 2,081,831</b>	<b>\$ 2,083,425</b>	<b>\$ 1,594</b>	<b>\$ 2,098,788</b>

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director, Assistant Director, Parks Supervisor, Turf Specialist, Construction Coordinator, Mechanic, Facilities Maintenance Worker, Laborers (2), ½ Administrative Assistant – other ½ in Recreation, performance bonus	\$ 573,740
02	Overtime (snow removal, preparation for July 4 <sup>th</sup> Event, mosquito control application, etc.)	\$ 20,000
03	Seasonal staff, April 15 - Nov 15 (9), ½ Parks & Recreation Secretary	\$ 213,023
06	FICA	\$ 59,487
07	IPERS	\$ 67,771
09	Group insurance	\$ 110,180
10	Unemployment (seasonal staff)	\$ 60,000
11	Vehicle allowance (Director)	\$ 3,300
	Spot awards	\$ 400
22	Recruitment expenses for seasonal staff (background checks, drug screens, physicals)	\$ 2,300
23	Contractual parks maintenance (mowing contract)	\$ 250,000
	Tree service work	\$ 30,000
	Tree chipping at north plant	\$ 3,000
	Annual inspection for underground chemical storage tank	\$ 400
24	Contribution – Bike to Work Week	\$ 500
27	Computer software and supplies	\$ 500
	ReservePartner fees and credit card fees	\$ 19,000
28	National Park and Recreation Association – Director & Asst. Director	\$ 300
	Iowa Park and Recreation Association - Director & Asst. Director	\$ 270
	USGA Sports Turf Association – Parks Supervisor	\$ 100
	Iowa Sports Turf Mgr. Association	\$ 130
	Tree Board – National Arbor Day Foundation	\$ 15
	Subscriptions/publications	\$ 200
32	Full time uniforms/stipends (7), part time T-shirts, full time winter uniforms	\$ 4,500
35	Printing, copying and shipping	\$ 300
	Seasonal program guide (3 times annually)	\$ 3,000
	Copy machine maintenance/contract – (1/2 other half in Recreation)	\$ 300
	Regional trail maps	\$ 500
40	Miscellaneous electrical, plumbing and building repairs, security system maintenance, mechanical system maintenance contract	\$ 20,000
	Shelter houses and outside bathroom custodial service contract	\$ 21,000
	Parks and recreation office and park maintenance building custodial service contract	\$ 4,500
	Pest control	\$ 750
	Mat cleaning service – park facilities	\$ 2,250
41	Contract work on trucks and equipment, tire repair	\$ 5,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Parks**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
46	Iowa Turf Grass conference	\$ 525
	Iowa Parks and Recreation Spring conference (1)	\$ 875
	Iowa Parks and Recreation Fall workshop (2)	\$ 800
	National Park and Recreation Association National Conference (Atlanta) (1)	\$ 2,000
	Staff development/ team building training / Park staff training (playground inspections, electrical, plumbing workshops, etc)	\$ 450
	Tree Board – training and development	\$ 100
	Mileage reimbursement	\$ 250
48	Gas, electric, water, telephone and data	\$ 75,000
	Memorial tree park – electrical	\$ 700
	Caring Corps – utilities (electric and security system)	\$ 350
	Caring Corps – telephone	\$ 450
51	Seed and fertilizer	\$ 70,920
	Turf chemicals	\$ 10,540
	Mosquito control chemicals (3 ground applications)	\$ 10,000
	Walnut Creek Regional Park – annual landscaping	\$ 35,000
	Plants and trees	\$ 10,500
	Portable toilets – parks (\$2,000); Lions Park July 4 <sup>th</sup> (\$1,500); special events (\$475)	\$ 4,875
	Tree Board plantings - Bestland Park (\$4,070)	\$ 4,070
	Mechanical aeration	\$ 1,500
	Flower garden material	\$ 8,500
	Sand and gravel (for bike trail overlays and backfill, playground installations, etc.)	\$ 4,000
	Safety wood fiber for playground fall zones (28 playgrounds)	\$ 15,000
	Paint, hardware, shop chemicals	\$ 10,000
54	Tools and replacement equipment	\$ 4,400
56	Equipment and truck parts, tires	\$ 13,500
57	Fuel, gas, oil, lubricants, anti-freeze etc.	\$ 44,000
58	Office supplies (Parks and Caring Corps)	\$ 1,700
59	Restroom supplies, park shop & shelter house janitorial supplies, trash can liners, paper products	\$ 7,500
	Graffiti removal/vandalism	\$ 4,000
	Tree Board – community event supplies (Arbor Day, special planting events, educational resources)	\$ 200
	Signs for parks & trails, tobacco free parks signs	\$ 2,000
	Public Art Committee operating supplies	\$ 3,000
60	First aid supplies (masks, gloves, aprons, boots for chemical applications, respirators, etc.)	\$ 1,000
	Random drug testing for staff, re-supply 1 <sup>st</sup> aid kits for trucks and 1 <sup>st</sup> aid station	\$ 1,000
	Safety compliance supplies (OSHA and Fire Department mandated)	\$ 800
	Hoist and sling compliance safety inspection	\$ 500

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**FUNCTION: Culture and Recreation****ACTIVITY: Parks**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Hearing tests for staff	\$ 300
	Safety boots	\$ 1,375
71	Solar powered trash compactor (1)	\$ 5,200
72	Benches, grills, inside tables and chairs, replacement play equipment, bleachers, tennis court wind screens, waste receptacles and shop equipment	\$ 3,900
	Permanent picnic tables in parks, plus concrete pads (6)	\$ 3,600
	Permanent signs for neighborhood parks - Coronado Park, Rocklyn Park	\$ 3,600
73	Equipment Replacement Fund contribution	\$ 88,729
76	Bike path improvements	\$ 55,000
	Playground improvements	\$ 78,000
	South Karen Acres playcourt	\$ 17,000

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Grounds Maintenance**

**OVERVIEW:** This activity provides grounds maintenance services for all city-owned properties.

**GROUND MAINTENANCE**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	76,765	75,925	75,925	77,706
Contractual & supply service	11,837	10,500	10,500	10,500
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 88,602</b>	<b>\$ 86,425</b>	<b>\$ 86,425</b>	<b>\$ 88,206</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	5,834	4,901	5,006	5,037
<b>Total revenue</b>	<b>\$ 5,834</b>	<b>\$ 4,901</b>	<b>\$ 5,006</b>	<b>\$ 5,037</b>
<b>Net amount supported by property taxes</b>	<b>\$ 82,768</b>	<b>\$ 81,524</b>	<b>\$ 81,419</b>	<b>\$ 83,169</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from the prior year's budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ The City does not currently have any building maintenance staff assigned to general upkeep or repairs to any of the City facilities, other than the Pool. Currently one member of the Parks staff is being utilized as a handyman when minor repairs are needed. As City facilities continue to age, more maintenance and repairs are being required, many of which require more specialized training than current staff possess. In effort to become more proactive, versus reactive to these repairs, the City will need to evaluate the need to outsource this cost to private contractors for more routine maintenance on buildings or invest in establishing a Building Maintenance department of the City to handle these needs.

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Grounds Maintenance**

**GOALS AND PERFORMANCE MEASURES**

**GOAL: To maintain the appearance of City facilities through a cost-effective turf landscaping program.**

PERFORMANCE OBJECTIVES:

1. Maintain the health and appearance of the turf and landscaping materials at City facilities using industry-accepted and environmentally-sensitive procedures and materials.
2. Maintain the turf in the City's road medians to create safe and attractive thoroughfares.
3. Enhance the attractiveness of City facilities through the installation and maintenance of appropriate seasonal plantings and landscaping materials.
4. Maintain the trees and shrubs on the City's public grounds and in the Douglas Avenue, 100<sup>th</sup> Street, 109<sup>th</sup> Street, Hickman Road corridors and 142<sup>nd</sup> Street round-about.
5. Assist City departments with grounds maintenance and improvement projects.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i>Workload Measures</i>					
Acres of turf maintained	300	300	300	300	300
Tons of ice melt applied	21.1	7.3	19	19	19
(# of days below freezing temps)	134	115	107	110	110
Number of trails, flower beds and playgrounds adopted	NA	NA	18	19	20
Number of flats of flowers planted and maintained	227	252	268	268	270
Number of City flowerbeds including sign beds in parks and City buildings	29	34	39	42	44

<b>CULTURE AND RECREATION</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

### **435 GROUNDS MAINTENANCE**

#### **PERSONAL SERVICES**

01	Salaries	\$ 52,517	\$ 54,182	\$ 54,182	\$ 58,633	\$ 4,451	\$ 57,719
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	3,929	4,145	4,145	4,441	296	4,415
07	Retirement - IPERS	3,766	4,307	4,307	5,051	744	5,195
08	Pension	-	-	-	-	-	-
09	Group insurance	16,553	13,291	13,291	9,581	(3,710)	9,772
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 76,765</b>	<b>\$ 75,925</b>	<b>\$ 75,925</b>	<b>\$ 77,706</b>	<b>\$ 1,781</b>	<b>\$ 77,101</b>

#### **CONTRACTUAL AND SUPPLY SERVICES**

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	11,837	10,500	10,500	10,500	-	12,000
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 11,837</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>	<b>\$ -</b>	<b>\$ 12,000</b>

#### **CAPITAL OUTLAY**

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>GROUNDS MAINTENANCE</b>		<b>\$ 88,602</b>	<b>\$ 86,425</b>	<b>\$ 86,425</b>	<b>\$ 88,206</b>	<b>\$ 1,781</b>	<b>\$ 89,101</b>
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**FUNCTION: Culture and Recreation**

**ACTIVITY: Grounds Maintenance**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Turf Specialist	\$ 58,633
06	FICA	\$ 4,441
07	IPERS	\$ 5,051
09	Group insurance	\$ 9,581
51	Seed, fertilizer, plants/material/pots for city grounds	\$ 5,750
	Ice melt for city parking lots, sidewalks, etc.	\$ 3,750
	Flags and flag maintenance for city facilities	\$ 1,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Recreation**

**OVERVIEW:** This activity offers a wide variety of leisure time programs to meet the social, recreational, educational, and fitness needs of participants.

**RECREATION**

	<b>FINANCIAL SUMMARY</b>			
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	155,901	161,901	161,901	158,501
Contractual & supply service	196,101	237,660	230,127	233,845
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 352,002</b>	<b>\$ 399,561</b>	<b>\$ 392,028</b>	<b>\$ 392,346</b>
Fees	312,389	325,000	315,000	315,000
Grants	2,250	2,500	500	2,500
Other	23,176	22,656	22,707	22,404
<b>Total revenue</b>	<b>\$ 337,815</b>	<b>\$ 350,156</b>	<b>\$ 338,207</b>	<b>\$ 339,904</b>
<b>Net amount supported by property taxes</b>	<b>\$ 14,187</b>	<b>\$ 49,405</b>	<b>\$ 53,821</b>	<b>\$ 52,442</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from the prior year's budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Recreation**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To improve the quality of life of Urbandale residents and visitors by offering a wide variety of leisure time programs that meet the social, recreational, educational and fitness needs of participants.**

PERFORMANCE OBJECTIVES:

1. Maximize program participation by offering a variety of programs and events in subject areas that are attractive to participants and that are led by qualified instructors.
2. Continually evaluate participant satisfaction through surveys and other customer feedback.
3. Increase program participation through the use of appropriate advertising and marketing materials and techniques, including the Program Guide.
4. Increase participation in use of on-line registration by marketing the availability as well as promotions and perks for using it.
5. Ensure participation from diverse segments of the community by accommodating persons with disabilities or constrained incomes, and those typically under-represented in such programs.
6. Ensure the safety of program participants by complying with applicable standards and policies.
7. Promote a healthy lifestyle through the City's Wellness Program by providing health screenings, flu shots, and wellness incentives.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Programs offered	445	450	449	455	460
New programs	50	52	53	55	58
"Special events" offered	21	22	24	25	26
Total program participants	5,840	5,905	5,945	6,000	6,100
% of on-line registrations	45%	48%	51%	54%	60%
# of employees participating in Wellness Program	209	245	279	285	300
<i><u>Outcome Measures</u></i>					
Percentage of participant survey respondents who are "satisfied" or "very satisfied" with this activity	N/A	N/A	85%	N/A	95%

<b>CULTURE AND RECREATION</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 440 RECREATION

### PERSONAL SERVICES

01	Salaries	\$ 90,590	\$ 84,843	\$ 84,843	\$ 90,208	\$ 5,365	\$ 89,920
02	Overtime	-	-	-	-	-	-
03	Part-time	25,226	35,030	35,030	36,119	1,089	38,084
04	Witness fees	-	-	-	-	-	-
06	FICA	8,802	9,170	9,170	9,075	(95)	9,127
07	Retirement - IPERS	6,409	6,276	6,276	8,728	2,452	9,091
08	Pension	-	-	-	-	-	-
09	Group insurance	24,874	26,582	26,582	14,371	(12,211)	14,659
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 155,901</b>	<b>\$ 161,901</b>	<b>\$ 161,901</b>	<b>\$ 158,501</b>	<b>\$ (3,400)</b>	<b>\$ 160,881</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 6,893	\$ 6,000	\$ 5,000	\$ 5,500	\$ (500)	\$ 6,000
22	Recruitment	-	-	-	3,900	3,900	4,000
23	Professional services	113,468	141,000	135,000	141,000	-	142,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	132	500	1,217	500	-	500
28	Dues and memberships	644	550	550	645	95	650
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	957	1,750	1,500	1,750	-	2,000
35	Printing and copying	33,658	38,700	38,700	38,350	(350)	42,000
40	Building and grounds maint.	7,478	5,460	5,460	5,450	(10)	5,500
41	Vehicle and equipment maint.	-	1,500	1,000	1,500	-	1,500
46	Training and development	5,815	10,000	10,000	2,800	(7,200)	3,000
48	Utility service	2,005	3,400	3,000	2,600	(800)	3,000
49	Petty cash	-	100	100	100	-	100
51	Maintenance supplies	117	1,600	1,500	1,400	(200)	1,500
54	Minor equipment	24	350	350	350	-	350
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	1,410	1,850	1,850	1,850	-	1,900
59	Operating supplies	23,427	24,750	24,750	26,000	1,250	26,000
60	Safety and medical supplies	73	150	150	150	-	150
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 196,101</b>	<b>\$ 237,660</b>	<b>\$ 230,127</b>	<b>\$ 233,845</b>	<b>\$ (3,815)</b>	<b>\$ 240,150</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>RECREATION</b>		<b>\$ 352,002</b>	<b>\$ 399,561</b>	<b>\$ 392,028</b>	<b>\$ 392,346</b>	<b>\$ (7,215)</b>	<b>\$ 401,031</b>
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Recreation**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Recreation and Community Education Supervisor, ½ Administrative Assistant – other ½ in Parks, performance bonus	\$ 90,208
03	Summer Recreation Staff (Kids Kamp, Youth in Parks), ½ Secretary	\$ 36,119
06	FICA	\$ 9,075
07	IPERS	\$ 8,728
09	Group insurance	\$ 14,371
21	Program advertising	\$ 2,500
	Marketing program	\$ 3,000
22	Recruitment expense for summer staff (background checks, drug screens)	\$ 3,900
23	Contract instructor fees, summer instructor and clinic fees, program supervisor fees, Community Room Supervisor for rentals	\$ 141,000
27	Computer software and supplies	\$ 500
28	National Park and Recreation Association	\$ 150
	Iowa Park and Recreation Association	\$ 135
	American License fees (broadcast permit – ASCAP & BMI)	\$ 210
	Subscriptions/publications	\$ 150
32	Shirts (summer sports clinics, youth rec. programs, staff)	\$ 1,750
35	Program guide (3 seasonal x \$12,280)	\$ 37,500
	Flyers, schedules and brochures	\$ 600
	Copy machine maintenance/contract (½ Recreation – other ½ in Parks)	\$ 250
40	Portable toilets for parks and recreation fields and building and grounds maintenance	\$ 300
	Wellness Center – facility maintenance	\$ 1,750
	Wellness Center – cleaning contract	\$ 2,500
	Wellness Center – security service	\$ 450
	Wellness Center - pest control	\$ 450
41	Wellness Center – Maintenance and repair of wellness equipment	\$ 1,500
46	Iowa Parks and Recreation: Spring conference & Fall workshop (1)	\$ 875
	Iowa Community Education Conference	\$ 150
	Staff development training/workshops	\$ 275
	Misc. mileage for Recreation Supervisor/mileage for conferences	\$ 500
	U-Fit incentives	\$ 1,000
48	Wellness Center – utilities (water, gas, electric)	\$ 2,100
	Wellness Center – phone	\$ 500
49	Reimburse petty cash	\$ 100
51	Recreation facility supplies	\$ 800
	Wellness Center – cleaning supplies, toilet paper, paper towels, etc.	\$ 600

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**FUNCTION: Culture and Recreation****ACTIVITY: Recreation**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
54	Wellness Center - exercise equipment (balls, ropes, bands, mats, etc.)	\$ 350
58	Office supplies	\$ 1,850
59	Recreation program supplies	\$ 18,500
	Wireless audio system for recreation programs (cost share with Senior Center)	\$ 1,250
	Making A Connection (MAC) program supplies	\$ 500
	Summer recreation programs - transportation	\$ 2,000
	Youth in Parks Summer program - transportation	\$ 3,500
	Signs/banners for special events	\$ 250
60	First aid supplies	\$ 150
RM Fund	Risk Management Fund expenses (those items directly related to employee health insurance programs):	
	Wellness program – health screenings	\$ 1,200
	Wellness program – incentive program	\$ 4,200



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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

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**OVERVIEW:** This activity maintains the McDivitt Grove Cemetery grounds.

**CEMETERY MAINTENANCE**

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	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	5,390	7,250	6,500	7,250
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 5,390</b>	<b>\$ 7,250</b>	<b>\$ 6,500</b>	<b>\$ 7,250</b>
Fees	(300)	1,000	-	-
Grants	-	-	-	-
Other	8,355	7,411	8,376	7,414
<b>Total revenue</b>	<b>\$ 8,055</b>	<b>\$ 8,411</b>	<b>\$ 8,376</b>	<b>\$ 7,414</b>
<i>Net amount supported by property taxes</i>	<i>\$ (2,665)</i>	<i>\$ (1,161)</i>	<i>\$ (1,876)</i>	<i>\$ (164)</i>

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**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from prior year's budget.

**FUTURE BUDGET CONSIDERATIONS**

- ❖ None anticipated at this time.

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To maintain the appearance of McDivitt Grove Cemetery through a cost-effective turf and landscaping program.**

PERFORMANCE OBJECTIVES:

1. Maintain the health and appearance of the Cemetery turf and landscaping materials using industry-accepted and environmentally sensitive procedures and materials.

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**PERFORMANCE MEASURES**

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	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Acres of turf maintained	3.5	3.5	3.5	3.5	3.5
Total number of lots marked for burials	16	12	8	12	12
Number of columbarium niches sold	22	10	4	12	12

CULTURE AND RECREATION	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 450 CEMETERY MAINTENANCE

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	5,215	6,250	6,000	6,250	-	6,250
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	175	1,000	500	1,000	-	1,000
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 5,390	\$ 7,250	\$ 6,500	\$ 7,250	\$ -	\$ 7,250

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>CEMETERY MAINTENANCE</b>		\$ 5,390	\$ 7,250	\$ 6,500	\$ 7,250	\$ -	\$ 7,250
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cemetery Maintenance**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	Contract maintenance	\$ 6,250
51	Turf chemicals, road stone	\$ 1,000

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Center**

**OVERVIEW:** The activity contributes to the quality of life of Urbandale’s senior population by offering diversified programs that meet the social, cultural, recreational, health and fitness needs of the participants.

**SENIOR CENTER**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	116,778	159,265	159,265	159,425
Contractual & supply service	103,999	125,390	124,250	124,080
Capital outlay	6,130	500	-	-
<b>Total expenditures</b>	<b>\$ 226,907</b>	<b>\$ 285,155</b>	<b>\$ 283,515</b>	<b>\$ 283,505</b>
Fees	38,216	39,000	39,000	39,000
Grants	-	-	-	-
Other	14,940	16,169	16,422	16,189
<b>Total revenue</b>	<b>\$ 53,156</b>	<b>\$ 55,169</b>	<b>\$ 55,422</b>	<b>\$ 55,189</b>
<b>Net amount supported by property taxes</b>	<b>\$ 173,751</b>	<b>\$ 229,986</b>	<b>\$ 228,093</b>	<b>\$ 228,316</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from prior year’s budget.
- ❖ The 2011-2016 Capital Improvements Program includes a project of hiring a consultant to complete a property management study for this facility, as well as other City buildings. This information will be used to establish future facility maintenance needs.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Increased staffing hours to cover the growing needs of the program will likely result in increased part-time salary costs.
- ❖ Building maintenance costs will likely increase as the building and equipment age.

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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Center**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To contribute to the quality of life in Urbandale by offering innovative programs promoting active, self-reliant living and fun, through social, educational, recreational, and physically enriching programs for people over 55.**

PERFORMANCE OBJECTIVES:

1. Maximize participation in senior citizen programs by offering a variety of regular and special events that are attractive to the diverse individuals and groups that make up the senior population.
2. Continuously develop new and innovative programs to be offered at the Senior Center.
3. Seek to improve the health and fitness of participants by offering programs that educate, stimulate and provide resources for dealing with the health issues of seniors.
4. Increase participation in the senior citizen programs through an effective advertising and marketing program.
5. Ensure that all interested program participants have access to safe, affordable, and convenient transportation to and from selected off-site program events.
6. Continually improve the senior citizen program offerings by actively seeking feedback from participants.

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**PERFORMANCE MEASURES**

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	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<b><u>Workload Measures</u></b>					
Total participants in all programs	30,146	30,468	29,022	31,000	31,000
Subsidized meals served (lunch)	8,137	7,127	6,099	6,500	6,500
Fitness/wellness programs offered	52	50	28	35	40
Program attendance	9,188	9,763	19,395	22,000	22,500
Educational/cultural programs offered	24	37	32	40	40
Program attendance	408	289	2,716	2,900	3,200
Info/assistance programs offered	28	33	8	10	12
Travel outings offered	20	15	12	12	12

<b>CULTURE AND RECREATION</b>	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>

## 460 SENIOR CENTER

### PERSONAL SERVICES

01	Salaries	\$ 67,412	\$ 62,510	\$ 62,510	\$ 66,510	\$ 4,000	\$ 66,298
02	Overtime	-	-	-	-	-	-
03	Part-time	28,316	59,067	59,067	63,153	4,086	62,585
04	Witness fees	-	-	-	-	-	-
06	FICA	7,252	9,301	9,301	9,821	520	9,860
07	Retirement - IPERS	5,478	8,450	8,450	10,360	1,910	11,600
08	Pension	-	-	-	-	-	-
09	Group insurance	8,320	19,937	19,937	9,581	(10,356)	9,772
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 116,778</b>	<b>\$ 159,265</b>	<b>\$ 159,265</b>	<b>\$ 159,425</b>	<b>\$ 160</b>	<b>\$ 160,115</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 2,400	\$ 6,800	\$ 6,800	\$ 6,800	\$ -	\$ 7,000
22	Recruitment	-	-	-	-	-	-
23	Professional services	15,590	16,360	16,360	16,360	-	16,500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	970	500	500	500	-	750
28	Dues and memberships	595	775	775	785	10	800
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	6,806	6,000	6,000	6,900	900	6,900
40	Building and grounds maint.	18,097	22,000	22,000	22,000	-	23,000
41	Vehicle and equipment maint.	1,807	-	-	1,500	1,500	1,500
46	Training and development	1,660	2,680	2,680	2,450	(230)	2,500
48	Utility service	14,798	20,685	20,685	20,685	-	22,500
49	Petty cash	5	100	100	50	(50)	50
51	Maintenance supplies	1,563	1,400	1,400	1,600	200	1,800
54	Minor equipment	466	1,000	1,000	1,000	-	1,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	412	625	625	625	-	650
59	Operating supplies	38,492	46,140	45,000	42,500	(3,640)	44,000
60	Safety and medical supplies	113	325	325	325	-	325
61	Refunds	225	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 103,999</b>	<b>\$ 125,390</b>	<b>\$ 124,250</b>	<b>\$ 124,080</b>	<b>\$ (1,310)</b>	<b>\$ 129,775</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	6,130	500	-	-	(500)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 6,130</b>	<b>\$ 500</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (500)</b>	<b>\$ 5,000</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>SENIOR CENTER</b>		<b>\$ 226,907</b>	<b>\$ 285,155</b>	<b>\$ 283,515</b>	<b>\$ 283,505</b>	<b>\$ (1,650)</b>	<b>\$ 294,890</b>
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Senior Center**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Coordinator, performance bonus	\$ 66,510
03	Assistant Coordinator, secretary, craft program coordinator	\$ 63,153
06	FICA	\$ 9,821
07	IPERS	\$ 10,360
09	Group insurance	\$ 9,581
21	Advertisements, program promotion & marketing	\$ 3,300
	Program guide publications (3 guides)	\$ 3,500
23	Professional services (Contracted program instructors)	\$ 16,360
27	Computer software and supplies	\$ 500
28	Senior Center resource materials	\$ 250
	NCOA membership / ICAA membership	\$ 325
	American License fee (broadcast permit- ASCAP & BMI)	\$ 210
35	Mailing and printing newsletters, bulk mail permit, stamps	\$ 3,650
	Bulk mailing system lease	\$ 3,100
40	Cleaning contract & mat service	\$ 8,000
	Professional cleaning contracts for the following services: bi-annual kitchen cleaning, annual carpet extraction, semi-monthly interior/exterior window cleaning, annual strip & re-wax of craft room floor	\$ 2,500
	Wireless audio system – community room (cost share with Recreation)	\$ 1,250
	Fire alarm maintenance	\$ 500
	Quarterly grease trap cleaning	\$ 400
	Pest control service	\$ 350
	Building maintenance & repairs	\$ 10,250
41	Maintenance & repair of appliances, fitness & office equipment	\$ 1,500
46	Miscellaneous mileage	\$ 300
	ICAA conference – registration, lodging, transportation (1)	\$ 1,850
	Local conferences and workshops (including IASC) – (2)	\$ 300
48	Telephone, water, electric and natural gas	\$ 20,685
49	Reimburse petty cash	\$ 50
51	Maintenance supplies – kitchen & restroom cleaning & paper supplies for seniors & public rentals	\$ 1,600
54	Minor equipment -coffee urns, utility carts, small electronics, weights & personal fitness equipment	\$ 1,000
58	Stationery, copier supplies, computer lab supplies, paper, cartridges	\$ 625
59	Program supplies, kitchen & miscellaneous operations supplies	\$ 1,500
	Congregate meals	\$ 30,000
	Off-site trips & events	\$ 8,000
	On-site events	\$ 3,000
60	Safety and medical supplies	\$ 325

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool**

**OVERVIEW:** This activity enhances the quality of life of Urbandale residents and visitors by offering a comprehensive aquatic program that meets the social, recreational, and fitness needs of participants in a safe, attractive, and comfortable facility.

**SWIMMING POOL**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	235,522	243,687	243,687	259,844
Contractual & supply service	175,593	166,125	166,125	178,570
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 411,115</b>	<b>\$ 409,812</b>	<b>\$ 409,812</b>	<b>\$ 438,414</b>
Fees	208,044	172,000	207,000	190,000
Grants	-	-	-	-
Other	27,068	23,238	23,738	25,034
<b>Total revenue</b>	<b>\$ 235,112</b>	<b>\$ 195,238</b>	<b>\$ 230,738</b>	<b>\$ 215,034</b>
<b>Net amount supported by property taxes</b>	<b>\$ 176,003</b>	<b>\$ 214,574</b>	<b>\$ 179,074</b>	<b>\$ 223,380</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$16,200 in full-time and part-time salaries and benefits, which reflects normal increases for existing staff.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Building repairs and renovations occurred in 2009, and is anticipated to extend the life of the existing building for five more years. A number of maintenance repairs have been postponed or temporary fixes implemented in order to keep the facility open to 2013. If the building were to remain operational beyond 2013, a new analysis of the structure, required maintenance costs, as well as the results from the Urbandale Pool Business Plan would need to be evaluated.

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To improve the quality of life for Urbandale residents and visitors by offering a comprehensive aquatic program that meets the social, recreational and fitness needs of participants in a safe, attractive, and comfortable facility.**

PERFORMANCE OBJECTIVES:

1. Maximize attendance at the pool facility by offering programs and special events that are attractive to diverse individuals and groups.
2. Increase usage of the pool facility and attendance at pool programs through an effective advertising and marketing program.
3. Ensure that the pool facility is safe and attractive to patrons by maintaining the facility according to accepted industry and City standards.
4. Continually improve the pool facility and program offerings by actively seeking feedback from patrons and other residents in the community not currently using the pool.
5. Minimize the tax subsidy required to operate the pool program by setting competitive prices and by continually seeking to control operating costs.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>*08-09</u></b> <b><u>Actual</u></b>	<b><u>**09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<u>Workload Measures</u>					
Pool users	63,000	49,177	60,000	61,000	62,200
Pool rentals	80	49	80	85	86
Swimming lesson participants	800	657	1,000	1,200	1,225
Special events	19	16	8	10	11
Special events patrons	550	187	850	1,000	1,025
Water fitness class participants	4,600	3,048	2,500	2,600	2,625

\* = Pool was closed 3 months (March – June, 2009)

\*\* = Benchmark year, based on the Urbandale Pool Business Plan (approved by City Council, Jan. 2009)

<b>CULTURE AND RECREATION</b>		<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>	<b>INCREASE</b>	<b>FY 2012-13</b>
		<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>	<b>(DECREASE)</b>	<b>ESTIMATE</b>
<b>470 SWIMMING POOL</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 44,176	\$ 51,490	\$ 51,490	\$ 53,737	\$ 2,247	\$ 53,566
02	Overtime	-	-	-	-	-	-
03	Part-time	143,717	155,425	155,425	165,678	10,253	160,616
04	Witness fees	-	-	-	-	-	-
06	FICA	14,091	15,929	15,929	16,619	690	16,386
07	Retirement - IPERS	6,796	7,552	7,552	14,229	6,677	14,683
08	Pension	-	-	-	-	-	-
09	Group insurance	16,553	13,291	13,291	9,581	(3,710)	9,772
10	Unemployment	10,114	-	-	-	-	-
11	Allowance	75	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 235,522</b>	<b>\$ 243,687</b>	<b>\$ 243,687</b>	<b>\$ 259,844</b>	<b>\$ 16,157</b>	<b>\$ 255,023</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 6,741	\$ 6,000	\$ 6,000	\$ 5,000	\$ (1,000)	\$ 7,000
22	Recruitment	-	-	-	7,000	7,000	7,000
23	Professional services	6,244	15,300	15,300	15,300	-	17,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	1,004	1,600	1,600	1,400	(200)	1,800
28	Dues and memberships	384	400	650	745	345	745
29	Insurance	43,981	-	-	-	-	-
32	Uniforms and laundry	686	600	600	600	-	800
35	Printing and copying	4,227	4,900	4,900	4,300	(600)	4,300
40	Building and grounds maint.	13,540	15,350	15,350	15,350	-	17,000
41	Vehicle and equipment maint.	1,061	3,500	3,500	5,000	1,500	6,000
46	Training and development	3,466	4,025	4,025	4,200	175	4,500
48	Utility service	61,405	74,000	73,250	74,000	-	76,500
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	5,962	3,500	3,500	4,000	500	5,000
54	Minor equipment	960	2,250	2,250	3,500	1,250	3,500
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	1,403	1,000	1,500	2,100	1,100	2,000
59	Operating supplies	23,024	32,200	32,200	35,400	3,200	37,000
60	Safety and medical supplies	1,505	1,500	1,500	675	(825)	700
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 175,593</b>	<b>\$ 166,125</b>	<b>\$ 166,125</b>	<b>\$ 178,570</b>	<b>\$ 12,445</b>	<b>\$ 190,845</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>SWIMMING POOL</b>		<b>\$ 411,115</b>	<b>\$ 409,812</b>	<b>\$ 409,812</b>	<b>\$ 438,414</b>	<b>\$ 28,602</b>	<b>\$ 445,868</b>

**FUNCTION: Culture and Recreation**  
**ACTIVITY: Swimming Pool**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Programmer/Scheduler, performance bonus	\$ 53,737
03	Facility Manager, Marketing/Public Relations, and other part-time: guards, managers, wading pool guards, swim instructors	\$ 165,678
06	FICA	\$ 16,619
07	IPERS	\$ 14,229
09	Group insurance	\$ 9,581
21	Special event advertisements and marketing program	\$ 5,000
22	Recruitment expenses for part time staff (advertising, background checks, drug screens)	\$ 7,000
23	Special events	\$ 1,800
	State of Iowa inspections	\$ 500
	Water aerobics and aquatic program instructors (independent contractors)	\$ 13,000
27	Computer software and supplies	\$ 400
	Credit card fees – program registrations only	\$ 1,000
28	Iowa Park and Recreation Association membership	\$ 135
	National Park & Recreation Association membership	\$ 150
	Pool registration renewal	\$ 250
	American license fee (Broadcast permit – ASCAP & BMI)	\$ 210
32	Staff shirts	\$ 600
35	Program guide (3 times a year)	\$ 4,300
40	Strip and wax lobby floor (2x), deep clean office carpet	\$ 2,000
	Pest control	\$ 1,250
	Electrical maintenance and repairs	\$ 3,350
	Mat service	\$ 850
	Window cleaning	\$ 900
	Monthly GFI checks and electrical walk through	\$ 3,000
	Miscellaneous building maintenance	\$ 4,000
41	Lighting repairs, motor parts and air filters, inspections (outside contract work)	\$ 1,000
	Preventative maintenance of pool storage tank, air compressor, boiler system, septic system	\$ 1,500
	Equipment maintenance and repair	\$ 2,500
46	Lifeguard training reimbursement	\$ 1,000
	Certified Pool Operator (CPO) certification training – Facility Manager	\$ 150
	IPRA Fall workshop or Spring conference	\$ 450
	National Conference – Programmer	\$ 1,800
	Mileage reimbursement	\$ 800
48	Telephone, gas, electric and water services and cell phone for aquatic supervisor	\$ 74,000

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**FUNCTION: Culture and Recreation****ACTIVITY: Swimming Pool**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
51	Maintenance and cleaning supplies, toilet paper, soap, etc.	\$ 4,000
54	Replacement equipment	\$ 3,500
58	Office supplies, toner	\$ 2,100
59	Chlorine, chemicals, iron treatment	\$ 22,000
	Red Cross instruction supplies	\$ 1,400
	Red Cross swim lesson certification cards	\$ 1,500
	Water fitness class supplies: aqua belts, dumbbells, noodles	\$ 500
	Pool filters	\$ 2,000
	Special event supplies (T-shirts, ribbons, supplies)	\$ 2,000
	Quarterly sales tax remittances to State of Iowa (for admissions)	\$ 6,000
60	First aid supplies	\$ 325
	State of Iowa water tests (monthly)	\$ 250
	Fire extinguisher maintenance	\$ 100



**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cultural and Convention**

**OVERVIEW:** This activity enhances the quality of life for Urbandale residents through financial contributions from Hotel Motel tax receipts to a number of not-for-profit community organizations. Organizations being directly awarded these funds must offer programs or events within the City that bring in Hotel Motel tax dollars, via use of lodging within City limits.

**CULTURAL AND CONVENTION - HOTEL MOTEL FUND**

FINANCIAL SUMMARY				
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	596,960	655,034	658,414	700,500
Transfer out to General Fund	-	-	-	422,500
<b>Total expenditures</b>	<b>\$ 596,960</b>	<b>\$ 655,034</b>	<b>\$ 658,414</b>	<b>\$ 1,123,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Hotel Motel Tax receipts	522,813	643,241	649,156	1,183,000
<b>Total revenue</b>	<b>\$ 522,813</b>	<b>\$ 643,241</b>	<b>\$ 649,156</b>	<b>\$ 1,183,000</b>
<b>Net amount (used by) added to fund balance</b>	<b>\$ (74,147)</b>	<b>\$ (11,793)</b>	<b>\$ (9,258)</b>	<b>\$ 60,000</b>

- ❖ Starting in FY2011-12, the City's budget document reflects actual practice of bringing all Hotel Motel tax receipts into the Hotel Motel special revenue fund, and then the separate transfer out of the portion allocated to the General Fund. This is required by State statute, and is how the flow of funding is reflected in the State budget document. Years prior to FY2011-12, as shown above, only reflected the net activity that stays in the Hotel Motel Fund, and is paid out of the Hotel Motel Fund.

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL:** To enhance the quality of life for Urbandale residents by broadening the variety of cultural opportunities available and by promoting Urbandale's cultural and convention attractions.

PERFORMANCE OBJECTIVES:

1. Increase the visibility of Urbandale as a potential tourist attraction, convention destination, and business location by providing financial assistance to the Convention and Visitors Bureau to promote Urbandale.
2. Increase the number and variety of cultural, historical and recreational opportunities available to Urbandale residents by providing financial support to qualified metropolitan area organizations.

CULTURE AND RECREATION	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

### 499 CULTURAL AND CONVENTION - HOTEL MOTEL FUND

#### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	596,960	655,034	658,414	700,500	45,466	704,000
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 596,960	\$ 655,034	\$ 658,414	\$ 700,500	\$ 45,466	\$ 704,000

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out - To general fund	-	-	-	422,500	422,500	425,000
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ 422,500	\$ 422,500	\$ 425,000

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>CULTURAL AND CONVENTION - HOT</b>		\$ 596,960	\$ 655,034	\$ 658,414	\$ 1,123,000	\$ 467,966	\$ 1,129,000
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**FUNCTION: Culture and Recreation**  
**ACTIVITY: Cultural and Convention**

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**Activity Notes**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
24	Contributions to cultural and convention activities in metropolitan Des Moines	\$ 700,500

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COMMUNITY & ECON. DEV.		FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>500 COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 694,574	\$ 736,960	\$ 729,948	\$ 788,198	\$ 51,238	785,683
02	Overtime	1,276	8,250	6,600	4,300	(3,950)	4,300
03	Part-time	2,661	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	52,989	57,009	54,845	59,596	2,587	60,105
07	Retirement - IPERS	45,838	51,792	49,413	62,978	11,186	70,711
08	Pension	-	-	-	-	-	-
09	Group insurance	139,371	146,203	146,203	105,390	(40,813)	107,498
10	Unemployment	-	-	-	-	-	-
11	Allowance	6,449	5,965	5,965	5,965	-	6,050
<b>Sub-Total</b>		<b>\$ 943,158</b>	<b>\$ 1,006,179</b>	<b>\$ 992,974</b>	<b>\$ 1,026,427</b>	<b>\$ 20,248</b>	<b>\$ 1,034,347</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	1,500	1,500	-
23	Professional services	6,831	9,600	11,677	9,600	-	10,000
24	Contributions to other agencies	60,565	128,065	116,336	234,116	106,051	234,000
27	Data processing	21,997	23,100	23,100	35,550	12,450	34,850
28	Dues and memberships	2,290	3,250	3,250	4,500	1,250	4,500
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	5,076	7,000	7,000	6,500	(500)	7,000
40	Building and grounds maint.	12,654	7,400	6,950	6,950	(450)	7,000
41	Vehicle and equipment maint.	332	-	-	-	-	-
46	Training and development	10,405	15,250	15,250	15,000	(250)	15,000
48	Utility service	12,789	17,000	13,500	15,500	(1,500)	16,200
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	406	675	550	650	(25)	650
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	196	2,500	2,000	2,000	(500)	2,500
57	Vehicle operation supplies	3,503	7,000	7,000	7,000	-	7,000
58	Office supplies	3,800	5,500	5,000	4,500	(1,000)	5,000
59	Operating supplies	227	6,350	9,100	6,850	500	8,350
60	Safety and medical supplies	127	750	700	400	(350)	700
61	Refunds	(50)	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 141,148</b>	<b>\$ 233,440</b>	<b>\$ 221,413</b>	<b>\$ 350,616</b>	<b>\$ 117,176</b>	<b>\$ 352,750</b>
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	1,600	1,600	1,750	150	1,500
73	Equipment replacement fund	12,479	11,861	11,861	12,457	596	12,543
74	Office equipment	3,353	1,250	1,250	-	(1,250)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	10,000	10,000	-	(10,000)	-
77	Economic development	1,208,700	1,670,000	1,825,000	1,895,000	225,000	1,900,000
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	2,578,471	2,865,636	2,692,348	2,834,414	(31,222)	3,013,143
<b>Sub-total</b>		<b>\$ 3,803,003</b>	<b>\$ 4,560,347</b>	<b>\$ 4,542,059</b>	<b>\$ 4,743,621</b>	<b>\$ 183,274</b>	<b>\$ 4,927,186</b>
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-
<b>COMMUNITY AND ECONOMIC DEVELOPMENT SUMMARY</b>		<b>\$ 4,887,309</b>	<b>\$ 5,799,966</b>	<b>\$ 5,756,446</b>	<b>\$ 6,120,664</b>	<b>\$ 320,698</b>	<b>\$ 6,314,283</b>



**FUNCTION: Community and Economic Development**  
**ACTIVITY: Economic Development**

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**OVERVIEW:** This activity serves as a pass-through account for economic development assistance from the state to local businesses, as well as providing financial support for economic development entities that assist in bringing new businesses to the City.

**ECONOMIC DEVELOPMENT**

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	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	16,537	102,000	92,000	167,000
Capital outlay	350,000	-	-	-
<b>Total expenditures</b>	<b>\$ 366,537</b>	<b>\$ 102,000</b>	<b>\$ 92,000</b>	<b>\$ 167,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	-
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net amount supported by property taxes</b>	<b>\$ 366,537</b>	<b>\$ 102,000</b>	<b>\$ 92,000</b>	<b>\$ 167,000</b>

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL:** To expand Urbandale's commercial and industrial tax base by providing financial assistance for business expansions and relocations.

PERFORMANCE OBJECTIVES:

1. Provide State and local grant assistance whenever possible for new economic development projects in Urbandale.
2. Explore new economic development opportunities within the community.
3. Partner with local development organizations to support and promote economic development within Urbandale.

COMMUNITY & ECON. DEV.	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
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## 520 ECONOMIC DEVELOPMENT

<b>PERSONAL SERVICES</b>						
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-
03	Part-time	-	-	-	-	-
04	Witness fees	-	-	-	-	-
06	FICA	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-
08	Pension	-	-	-	-	-
09	Group insurance	-	-	-	-	-
10	Unemployment	-	-	-	-	-
11	Allowance	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-
23	Professional services	1,037	-	2,000	-	-
24	Contributions to other agencies	15,500	102,000	90,000	165,000	63,000
27	Data processing	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-
29	Insurance	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-
35	Printing and copying	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-
46	Training and development	-	-	-	-	-
48	Utility service	-	-	-	-	-
49	Petty cash	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-
54	Minor equipment	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-
58	Office supplies	-	-	-	-	-
59	Operating supplies	-	-	-	2,000	2,000
60	Safety and medical supplies	-	-	-	-	-
61	Refunds	-	-	-	-	-
<b>Sub-total</b>		\$ 16,537	\$ 102,000	\$ 92,000	\$ 167,000	\$ 65,000
<b>CAPITAL OUTLAY</b>						
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-
74	Office equipment	-	-	-	-	-
75	Operating equipment	-	-	-	-	-
76	Property improvements	-	-	-	-	-
77	Economic development	350,000	-	-	-	-
79	Books, films and recordings	-	-	-	-	-
97	Transfers out	-	-	-	-	-
<b>Sub-total</b>		\$ 350,000	\$ -	\$ -	\$ -	\$ -
91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-
<b>ECONOMIC DEVELOPMENT</b>		\$ 366,537	\$ 102,000	\$ 92,000	\$ 167,000	\$ 65,000

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Economic Development**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
24	Economic development program – Urbandale Development Association	\$ 90,000
	Dallas County Development Alliance (\$2 per Dallas County resident)	\$ 12,000
	Other economic development program and marketing support	\$ 38,000
	Choose Des Moines Communities contribution	\$ 25,000
59	Event supplies, sponsorships, etc.	\$ 2,000



**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

**OVERVIEW:** This activity contributes to the creation and maintenance of a safe built environment through public education and the enforcement of applicable laws.

**CODE ENFORCEMENT**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	457,524	485,459	479,576	485,011
Contractual & supply service	31,109	53,200	53,200	65,600
Capital outlay	12,479	18,461	18,461	13,957
<b>Total expenditures</b>	<b>\$ 501,112</b>	<b>\$ 557,120</b>	<b>\$ 551,237</b>	<b>\$ 564,568</b>
Fees	222,738	247,900	277,022	309,762
Grants	-	-	-	-
Other	32,994	31,591	31,929	32,238
<b>Total revenue</b>	<b>\$ 255,732</b>	<b>\$ 279,491</b>	<b>\$ 308,951</b>	<b>\$ 342,000</b>
<b>Net amount supported by property taxes</b>	<b>\$ 245,380</b>	<b>\$ 277,629</b>	<b>\$ 242,286</b>	<b>\$ 222,568</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$13,700 in data processing to pay for Community Development Partner improvements which will automatically update the parcel data base on a monthly basis.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Service demands will increase as the economy improves, necessitating restoration of the contract for Housing Code inspections, additional funding for 3<sup>rd</sup>-party structural plan reviews, and increased funding for overtime.

**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To ensure the public's health, safety, and welfare through the enforcement of applicable federal, state and local regulations.**

PERFORMANCE OBJECTIVES:

1. Conduct all appropriate construction inspections within specified timeframes.
2. Investigate potential code violations related to zoning, signage, property maintenance, and other concerns, and seek appropriate compliance.
3. Biennially inspect all non-owner occupied dwelling units to ensure compliance with applicable regulations.
4. Reduce the number of inactive permits by improving the reporting system and communicating with the contractors and property owners.

**GOAL: To encourage voluntary compliance with applicable regulations and requirements by making appropriate information available to all interested parties in a variety of formats.**

PERFORMANCE OBJECTIVES:

1. Ensure that applicable plans, policy documents, regulations, and codes reflect current City Council policies, federal and state regulations, and industry standards.
2. Implement value-added services such as on-line inspection requests, fully electronic records, ability to file permits online, and utilization of credit/debit cards.

**PERFORMANCE MEASURES**

	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<u>Workload Measures</u>					
Building permits reviewed:					
Single-family detached	131	108	133	160	190
Single-family attached	48	2	6	6	10
Multi-family structures	0	0	0	0	0
Residential additions, remodels, etc.	132	108	105	110	130
Miscellaneous minor	400	364	379	380	400
Commercial buildings	12	9	6	8	10
Commercial additions, remodels, etc.	103	67	61	75	100
Inspections:					
New construction	4,564	3,487	3,500	3,650	3,900
Housing code	1,737	1,160	307	1,500	500
Major ordinances prepared and adopted	1	0	0	2	3
<u>Outcome Measures</u>					
Value of new construction (\$ millions)	\$108.8	\$68.8	\$61.4	\$70.1	\$72
Citizen survey satisfaction rating for code enforcement services*	N/A	N/A	64%	N/A	65%

\*This question was first asked on the 2009 Citizen survey.

COMMUNITY & ECON. DEV.	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
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### 530 CODE ENFORCEMENT

#### PERSONAL SERVICES

01	Salaries	\$ 329,631	\$ 346,830	\$ 343,390	\$ 370,184	\$ 23,354	\$ 369,003
02	Overtime	385	5,000	5,000	2,000	(3,000)	2,000
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	24,900	26,915	\$ 25,800	28,039	1,124	\$ 28,229
07	Retirement - IPERS	21,715	24,452	23,124	29,578	5,126	33,210
08	Pension	-	-	-	-	-	-
09	Group insurance	78,006	79,747	79,747	52,695	(27,052)	53,749
10	Unemployment	-	-	-	-	-	-
11	Allowance	2,887	2,515	\$ 2,515	2,515	-	2,600
<b>Sub-Total</b>		<b>\$ 457,524</b>	<b>\$ 485,459</b>	<b>\$ 479,576</b>	<b>\$ 485,011</b>	<b>\$ (448)</b>	<b>\$ 488,791</b>

#### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	1,500	1,500	-
23	Professional services	5,591	9,600	9,600	9,600	-	10,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	8,118	12,000	12,000	25,700	13,700	25,000
28	Dues and memberships	814	1,600	1,600	1,600	-	1,600
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	741	1,500	1,500	1,000	(500)	1,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	332	-	-	-	-	-
46	Training and development	9,074	10,000	10,000	10,000	-	10,000
48	Utility service	2,614	2,500	2,500	2,500	-	2,700
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	196	2,000	2,000	2,000	-	2,500
57	Vehicle operation supplies	3,503	7,000	7,000	7,000	-	7,000
58	Office supplies	24	1,000	1,000	500	(500)	1,000
59	Operating supplies	152	5,500	5,500	4,000	(1,500)	5,500
60	Safety and medical supplies	-	500	500	200	(300)	500
61	Refunds	(50)	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 31,109</b>	<b>\$ 53,200</b>	<b>\$ 53,200</b>	<b>\$ 65,600</b>	<b>\$ 12,400</b>	<b>\$ 67,300</b>

#### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	1,600	1,600	1,500	(100)	1,500
73	Equipment replacement fund	12,479	11,861	11,861	12,457	596	12,543
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	5,000	5,000	-	(5,000)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 12,479</b>	<b>\$ 18,461</b>	<b>\$ 18,461</b>	<b>\$ 13,957</b>	<b>\$ (4,504)</b>	<b>\$ 14,043</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>CODE ENFORCEMENT</b>		<b>\$ 501,112</b>	<b>\$ 557,120</b>	<b>\$ 551,237</b>	<b>\$ 564,568</b>	<b>\$ 7,448</b>	<b>\$ 570,134</b>
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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Code Enforcement**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Building Official, Associate Building Official, Building Inspectors (3), ½ Building/Property Maintenance Inspector (other ½ in Community Development)	\$ 370,184
02	Overtime	\$ 2,000
06	FICA	\$ 28,039
07	IPERS	\$ 29,578
09	Group insurance	\$ 52,695
11	Clothing allowance (4 ½ ), spot awards	\$ 2,515
22	Recruitment expenses	\$ 1,500
23	Structural plan reviews	\$ 8,000
	Transcription services	\$ 600
	Records retention & maintenance	\$ 1,000
27	Software upgrades	\$ 1,000
	CDP Parcel Data System	\$ 16,000
	½ CD Partner maintenance fee (other ½ in Community Development)	\$ 5,000
	Annual maintenance for HP Wide-bed scanner/printer (½, other ½ in Community Development)	\$ 1,500
	Widebed scanner & printer consumables	\$ 1,000
	RxView license	\$ 1,200
28	International Code Conference	\$ 500
	National Fire Protection Association	\$ 200
	Iowa Association of Building Officials	\$ 200
	Iowa ACE (Housing Officials)	\$ 100
	Subscriptions	\$ 200
	International Association of Electrical Inspectors	\$ 400
35	Form printing	\$ 1,000
46	International Code Conference (ICC) annual business meeting	\$ 1,500
	ICC code development meeting	\$ 2,000
	Inspector training @ Univ. Wisc., Colorado, Texas, Nevada, Minnesota, etc.	\$ 3,100
	IA Association of Building Officials seminars	\$ 1,200
	International Association of Electrical Inspectors seminars	\$ 500
	IA ACE (housing code) seminars	\$ 300
	International Code Campus	\$ 500
	Customer service training	\$ 400
	Mileage reimbursement	\$ 500
48	Cell phone service (5)	\$ 2,500
56	Tires, batteries, miscellaneous parts, oil changes, tire repairs, belts, hoses, etc.	\$ 2,000

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**FUNCTION: Community and Economic Development****ACTIVITY: Code Enforcement**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
57	Fuel, oil, fluids	\$ 7,000
58	Office supplies, color printer supplies	\$ 500
59	Code books	\$ 3,500
	Operating supplies (measuring tapes, test instruments, etc.)	\$ 500
60	Vehicle first aid kits, fire extinguishers	\$ 200
72	Modular work surfaces and files, percentage of Refrigerator	\$ 1,500
73	Equipment Replacement Fund contribution	\$ 12,457

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

**OVERVIEW:** This activity provides staff support to the City Council and the City's boards and commissions on development, redevelopment, urban renewal, economic development and planning matters. This activity also enforces City ordinances and prepares or assists preparation of grant applications used primarily for capital purposes such as parks and transportation improvements.

**COMMUNITY DEVELOPMENT**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	485,634	520,720	513,398	541,416
Contractual & supply service	93,502	78,240	76,213	118,016
Capital outlay	3,353	6,250	6,250	250
<b>Total expenditures</b>	<b>\$ 582,489</b>	<b>\$ 605,210</b>	<b>\$ 595,861</b>	<b>\$ 659,682</b>
Fees	208,101	267,300	271,304	315,837
Grants	-	-	-	-
Other	38,352	34,317	34,514	37,669
<b>Total revenue</b>	<b>\$ 246,453</b>	<b>\$ 301,617</b>	<b>\$ 305,818</b>	<b>\$ 353,506</b>
<i>Net amount supported by property taxes</i>	<b>\$ 336,036</b>	<b>\$ 303,593</b>	<b>\$ 290,043</b>	<b>\$ 306,176</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$20,700 in full-time salaries and benefits, which reflects normal increases for existing staff.
- ↑ An increase of \$42,400 in contributions to other agencies, reflecting the Metro Home Improvement Program's biennial cycle of funding and the annual assessment for City's membership in the Metropolitan Planning Organization due to 2010 Census population increase, plus increased per capita assessment.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ Contributions to other agencies may stabilize from year to year if the Metro Home Improvement Program converts from a biennial cycle to an annual cycle, and grant match expenditures occur annually rather than every other year.

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To promote and coordinate orderly development in compliance with the Comprehensive Plan and City Council policy.**

PERFORMANCE OBJECTIVES:

1. Review proposed projects or revisions under the jurisdiction of this department, and present the findings and recommendations to the City Council and other Boards or Commissions for final approval.
2. Provide "neighborhood" planning scenarios to assist the City Council, Planning and Zoning Commission, and developers in their review of development plans.
3. Assist in updating the Capital Improvements Program, the preparation of plans and specifications for park improvement projects, and infrastructure extensions for other departments.

**GOAL: To facilitate and promote Economic Development opportunities conducive to the City's character, infrastructure and planning efforts.**

PERFORMANCE OBJECTIVES:

1. Represent the City by developing, maintaining and leveraging partnerships with intergovernmental agencies and appropriate service organizations to ensure orderly economic development and planned growth.
2. Meet with developers and builders to discuss and advise on the City's requirements and policies, and to negotiate development proposals that would be acceptable to existing standards and future plans.

**GOAL: To encourage voluntary compliance with applicable regulations and requirements by making appropriate information available to all interested parties in a variety of formats.**

PERFORMANCE OBJECTIVES:

1. Maintain the City's databases for planning activities, new construction and platting, and enable other departments, citizens, developers, and researchers to use the databases.
2. Ensure that applicable plans, policy documents, regulations, and codes reflect current City Council policies, federal and state regulations, and industry standards.
3. Explore opportunities to provide value-added services—such as on-line zoning information by lot or parcel—to customers.

**FUNCTION: Community and Economic Development**  
**ACTIVITY: Community Development**

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Site plans reviewed	31	13	14	25	30
Subdivision plats reviewed	23	4	6	12	20
PUD re-zoning reviewed	9	6	7	8	10
Conventional re-zoning reviewed	0	4	2	4	6
Address changes, right-of-way and easement vacations and conveyances	3	3	3	4	4
Zoning variances presented to the Board of Adjustment	37	30	39	35	35
Sign permits reviewed and issued	148	155	187	165	175
Building permits reviewed and issued	826	658	690	720	825
Major plans/ordinances prepared	2	4	3	4	4
<i><u>Outcome Measures</u></i>					
Value of new construction (\$ millions)	\$108.8	\$68.8	\$61.4	\$70.1	\$72.0
Citizen survey satisfaction rating for land use planning and zoning	N/A	N/A	64%	N/A	N/A
Citizen survey satisfaction rating for overall quality of new development*	N/A	N/A	83%	N/A	N/A

\*This question was first asked on the 2009 Citizen Survey.

COMMUNITY & ECON. DEV.	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
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## 540 COMMUNITY DEVELOPMENT

### PERSONAL SERVICES

01	Salaries	\$ 364,943	\$ 390,130	386,558	\$ 418,014	\$ 27,884	416,680
02	Overtime	891	3,250	1,600	2,300	(950)	2,300
03	Part-time	2,661	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	28,089	30,094	29,045	31,557	1,463	31,876
07	Retirement - IPERS	24,123	27,340	26,289	33,400	6,060	37,501
08	Pension	-	-	-	-	-	-
09	Group insurance	61,365	66,456	66,456	52,695	(13,761)	53,749
10	Unemployment	-	-	-	-	-	-
11	Allowance	3,562	3,450	3,450	3,450	-	3,450
<b>Sub-Total</b>		<b>\$ 485,634</b>	<b>\$ 520,720</b>	<b>\$ 513,398</b>	<b>\$ 541,416</b>	<b>\$ 20,696</b>	<b>\$ 545,556</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	203	-	77	-	-	-
24	Contributions to other agencies	45,065	26,065	26,336	69,116	43,051	69,000
27	Data processing	13,879	11,100	11,100	9,850	(1,250)	9,850
28	Dues and memberships	1,476	1,650	1,650	2,900	1,250	2,900
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	4,335	5,500	5,500	5,500	-	5,500
40	Building and grounds maint.	12,654	7,400	6,950	6,950	(450)	7,000
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	1,331	5,250	5,250	5,000	(250)	5,000
48	Utility service	10,175	14,500	11,000	13,000	(1,500)	13,500
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	406	675	550	650	(25)	650
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	500	-	-	(500)	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	3,776	4,500	4,000	4,000	(500)	4,000
59	Operating supplies	75	850	3,600	850	-	850
60	Safety and medical supplies	127	250	200	200	(50)	200
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 93,502</b>	<b>\$ 78,240</b>	<b>\$ 76,213</b>	<b>\$ 118,016</b>	<b>\$ 39,776</b>	<b>\$ 118,450</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	250	250	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	3,353	1,250	1,250	-	(1,250)	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	5,000	5,000	-	(5,000)	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 3,353</b>	<b>\$ 6,250</b>	<b>\$ 6,250</b>	<b>\$ 250</b>	<b>\$ (6,000)</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>COMMUNITY DEVELOPMENT</b>	<b>\$ 582,489</b>	<b>\$ 605,210</b>	<b>\$ 595,861</b>	<b>\$ 659,682</b>	<b>\$ 54,472</b>	<b>\$ 664,006</b>
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**FUNCTION: Community and Economic Development****ACTIVITY: Community Development**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director, Development Manager/Chief Planner, Associate Planner, Assistant Planner, ½ Building/Property Maintenance Inspector (other ½ in Code Enforcement), Department Secretary	\$ 418,014
02	Overtime	\$ 2,300
06	FICA	\$ 31,557
07	IPERS	\$ 33,400
09	Group insurance	\$ 52,695
11	Vehicle Allowance – Director	\$ 3,300
	Spot awards	\$ 150
24	Annual assessment for Metropolitan Planning Organization (rate going to \$1.13 per capita)	\$ 44,593
	Metro Home Improvement Program	\$ 24,523
27	½ CD Partner maintenance (other ½ in Code Enforcement)	\$ 5,000
	Annual maintenance for HP wide-bed scanner/printer (½, other ½ in Code Enforcement)	\$ 1,500
	ArcView annual maintenance	\$ 3,350
28	American Planning Association and Urban Land Institute memberships; library resource materials	\$ 2,900
35	½ Copy machine maintenance (other ½ in Engineering and Public Works Administration)	\$ 1,200
	½ Plan copier maintenance (other ½ in Engineering and Public Works Administration)	\$ 650
	Miscellaneous printing/copying, postage	\$ 3,650
40	Facility maintenance and HVAC maintenance	\$ 3,683
	Building custodial services contract	\$ 3,267
46	American Planning Association National Conference – Los Angeles, CA	\$ 2,300
	Local and regional planning workshops or seminars	\$ 2,400
	Mileage reimbursement	\$ 300
48	Electric, gas, telephone, data, water	\$ 13,000
51	Janitorial supplies	\$ 650
58	Paper, office & printer supplies	\$ 4,000
59	Operating supplies	\$ 850
60	Safety and first-aid supplies	\$ 200
72	Replace break-room refrigerator (1/4 in Code Enf., ½ in Engineering and PW Admin)	\$ 250



**FUNCTION: Community and Economic Development**  
**ACTIVITY: Tax Increment Financing (TIF) Fund**

**OVERVIEW:** This activity reflects all those transactions required by state law to be accounted for in the TIF special revenue fund. Activities include property tax rebates, and debt service payments on TIF-supported portions of the city's outstanding bond issues.

**TAX INCREMENT FINANCING FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	-	-	-	-
Capital outlay	<u>3,437,171</u>	<u>4,535,636</u>	<u>4,517,348</u>	<u>4,729,414</u>
<b>Total expenditures</b>	<b>\$ 3,437,171</b>	<b>\$ 4,535,636</b>	<b>\$ 4,517,348</b>	<b>\$ 4,729,414</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	<u>3,435,027</u>	<u>4,026,164</u>	<u>4,026,164</u>	<u>4,619,909</u>
<b>Total revenue</b>	<b>\$ 3,435,027</b>	<b>\$ 4,026,164</b>	<b>\$ 4,026,164</b>	<b>\$ 4,619,909</b>
<b>Net amount (added to) used by fund balance</b>	<b>\$ 2,144</b>	<b>\$ 509,472</b>	<b>\$ 491,184</b>	<b>\$ 109,505</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$225,000 in TIF rebate payments, which reflect the declining progression of the current property owners currently participating in the rebate program, as well as several new developments starting the program. The City's program allows for properties meeting certain criteria, to request a 5-year declining balance rebate of 75%, 60%, 45%, 30% and 15% of property taxes paid on improvements to their parcels in the Northwest Market TIF District.
- ↓ A decrease of \$31,200 in transfers out, which reflects the funds needed to pay the TIF-supported portion of the City's outstanding general obligation debt. All general obligation debt is required by state law to be paid from the City's Debt Service Fund. When the City issues debt specifically related to TIF areas, a TIF revenue certification is completed annually to request a portion of the TIF increment for use in generating property tax dollars specifically for the retirement of this debt. Also included in the certification are amounts needed to support the above mentioned rebate program. When these certified TIF property tax dollars are received, they are required by law to be receipted into the TIF Special Revenue Fund and then are either transferred to the Debt Service Fund as noted above, or retained in the fund for payment of rebates.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ When the State of Iowa code is changed to allow for the payment of TIF-supported general obligation debt service to pay directly from the TIF Fund, versus transferring those monies to the Debt Service Fund for payment, a change in procedure will be required to reflect the new requirements.

COMMUNITY & ECON. DEV.		FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>125 TAX INCREMENT FINANCING FUND</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
	<b>Sub-Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	-	-	-	-	-	-
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development- TIF rebates	858,700	1,670,000	1,825,000	1,895,000	225,000	1,900,000
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out to Debt Service	2,578,471	2,865,636	2,692,348	2,834,414	(31,222)	3,013,143
	<b>Sub-total</b>	\$ 3,437,171	\$ 4,535,636	\$ 4,517,348	\$ 4,729,414	\$ 193,778	\$ 4,913,143
91	Debt retirement	\$ -	\$ -		\$ -	\$ -	\$ -
95	Contingency	-	-		-	-	-
<b>TAX INCREMENT FINANCING FUND</b>		\$ 3,437,171	\$ 4,535,636	\$ 4,517,348	\$ 4,729,414	\$ 193,778	\$ 4,913,143

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**FUNCTION: Community and Economic Development**  
**ACTIVITY: Tax Increment Financing (TIF)**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
77	Tax Increment Financing (TIF) rebates	\$ 1,895,000
97	Transfers out to Debt Service Fund to cover debt service payments for TIF district - DUNA	\$ 110,404
	Transfers out to Debt Service Fund to cover debt service payments for TIF district – NW Market	\$ 2,072,710
	Transfers out to Debt Service Fund to cover debt service payments for TIF district – Fawn Creek	\$ 651,300



GENERAL GOVERNMENT		FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
		ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE
<b>600 GENERAL GOVERNMENT SUMMARY</b>							
<b>PERSONAL SERVICES</b>							
01	Salaries	\$ 710,272	\$ 830,238	\$ 828,720	\$ 895,376	\$ 65,138	892,520
02	Overtime	10,363	5,700	5,925	4,200	(1,500)	3,200
03	Part-time	60,628	29,500	29,884	54,500	25,000	56,000
04	Witness fees	-	-	-	-	-	-
06	FICA	59,324	62,329	60,905	67,302	4,973	71,466
07	Retirement - IPERS	60,446	68,626	68,925	74,933	6,307	83,539
08	Pension	-	-	-	-	-	-
09	Group insurance	132,426	132,909	132,909	86,228	(46,681)	87,951
10	Unemployment	-	-	-	-	-	-
11	Allowance	18,225	21,650	21,550	21,650	-	21,650
<b>Sub-Total</b>		\$ 1,051,684	\$ 1,150,952	\$ 1,148,818	\$ 1,204,189	\$ 53,237	\$ 1,216,326
<b>CONTRACTUAL AND SUPPLY SERVICES</b>							
21	Advertising	\$ 25,472	\$ 14,000	\$ 13,000	\$ 14,000	\$ -	\$ 14,000
22	Recruitment	-	-	-	500	500	1,000
23	Professional services	235,979	212,160	202,437	265,804	53,644	232,050
24	Contributions to other agencies	29,624	59,750	59,875	97,750	38,000	60,000
27	Data processing	163,468	185,437	195,987	172,836	(12,601)	188,120
28	Dues and memberships	22,684	21,280	21,175	19,930	(1,350)	20,420
29	Insurance	532,597	650,000	650,000	660,000	10,000	715,000
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	36,653	38,133	36,380	39,018	885	40,950
40	Building and grounds maint.	12,041	16,500	15,000	14,995	(1,505)	15,420
41	Vehicle and equipment maint.	87	200	200	100	(100)	125
46	Training and development	32,370	36,210	34,575	35,275	(935)	41,170
48	Utility service	24,669	27,570	26,695	26,990	(580)	27,870
49	Petty cash	113	200	100	200	-	200
51	Maintenance supplies	1,841	720	600	600	(120)	625
54	Minor equipment	2,295	2,000	2,000	2,000	-	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	6,842	7,720	7,370	7,900	180	7,400
59	Operating supplies	2,829	6,850	4,321	3,450	(3,400)	4,000
60	Safety and medical supplies	178	200	110	65	(135)	65
61	Refunds	15,011	14,000	14,000	-	(14,000)	-
<b>Sub-total</b>		\$ 1,144,753	\$ 1,292,930	\$ 1,283,825	\$ 1,361,413	\$ 68,483	\$ 1,370,415
<b>CAPITAL OUTLAY</b>							
71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	1,000	743	-	(1,000)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	1,149	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ 1,149	\$ 1,000	\$ 743	\$ -	\$ (1,000)	\$ -
91	Debt retirement	\$ 470,860	\$ 475,127	\$ 462,078	\$ 449,211	\$ (25,916)	\$ 444,280
95	Contingency	-	25,000	-	25,000	-	25,000
<b>GENERAL GOVERNMENT SUMMARY</b>		\$ 2,668,446	\$ 2,945,009	\$ 2,895,464	\$ 3,039,813	\$ 94,804	\$ 3,056,021



**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

**OVERVIEW:** This activity sets the strategic direction for the City and provides extensive public information services.

**MAYOR and COUNCIL**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	30,752	31,678	30,800	30,800
Contractual & supply service	76,825	108,645	98,960	138,295
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 107,577</b>	<b>\$ 140,323</b>	<b>\$ 129,760</b>	<b>\$ 169,095</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	7,083	7,957	7,516	9,656
<b>Total revenue</b>	<b>\$ 7,083</b>	<b>\$ 7,957</b>	<b>\$ 7,516</b>	<b>\$ 9,656</b>
<b>Net amount supported by property taxes</b>	<b>\$ 100,494</b>	<b>\$ 132,366</b>	<b>\$ 122,244</b>	<b>\$ 159,439</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ An increase of \$13,200 in professional services, which reflects the 2<sup>nd</sup> National Citizen Survey and Strategic Planning Consultant, both last done in FY2009-10.
- ↑ An increase of \$16,500 in contributions to other agencies, which reflects requests for funding from several community organizations that were originally made under Hotel Motel tax requests, but that do not meet the criteria for funding under the Hotel Motel tax allocation methodology (they do not bring in Hotel Motel tax dollars through their organization).

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None anticipated at this time.

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To establish a strategic direction for the City that builds on current strengths and anticipates future challenges.**

PERFORMANCE OBJECTIVES:

1. Promote a strong sense of community, which is welcoming and safe to residents and visitors.
2. Communicate with residents and businesses through a multi-media outreach program.
3. Oversee development of a City-wide technology infrastructure, which attracts developers, businesses and residents to Urbandale.
4. Institute policies designed to attract and retain desired businesses and economic development.
5. Authorize Tax Increment Financing districts appropriate for economic development.
6. Encourage the development of a healthy balance of housing options, and continue to partner with other cities to finance housing rehabilitation grants and loans.
7. Partner with local businesses and educational institutions to cultivate a highly-skilled labor pool in the community.
8. Enforce policies that protect and conserve the City's financial resources.
9. Facilitate development of upscale retail and entertainment districts, and continue efforts to create a City Center.
10. Acquire additional land and begin the development process for the Walnut Creek Regional Park.
11. Partner with neighboring communities to enhance the region's bicycle trail system.
12. Hold joint meetings with other City Councils, Boards, Commissions and School Districts to further partnerships and mutually beneficial projects.
13. Utilize a multi-year financial model to develop the City's operating budget and capital improvements program.
14. Establish a new business corridor through the construction of Plum Drive.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i>Workload Measures</i>					
Quarterly newsletters published	80,000	20,000	N/A**	N/A	N/A
Monthly newsletters distributed	N/A	N/A	18,400**	18,650	19,000
Average monthly website hits*	160,000	398,695	256,679	233,034	250,000
Average daily website visits	675	498	553	582	550
Average unique website visits per month	N/A	8,702	6,822	5,947	5,500
Average monthly bandwidth usage	N/A	5.97 GB	5.60 GB	6.69 GB	6.50 GB
Cultural agencies funded through hotel/motel revenues	19	17	17	15	15
Biennial survey conducted	N/A	No	Yes	N/A	Yes
Percent of biennial surveys returned	N/A	N/A	37%	N/A	30%
Citizen survey satisfaction rating for Urbandale as a place to live***	N/A	N/A	97%	N/A	100%

\* New City website started July 2008 and data includes search engine searches (i.e. Google, Yahoo and Microsoft)

\*\* During FY08-09 the City transitioned from a quarterly distributed newsletter to a monthly newsletter in partnership with the Urbandale Living Magazine.

\*\*\*This question was first asked on the 2009 Citizen Survey.

GENERAL GOVERNMENT	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 610 MAYOR and COUNCIL

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	28,500	28,500	28,500	28,500	-	28,500
04	Witness fees	-	-	-	-	-	-
06	FICA	1,188	2,066	1,188	1,188	(878)	1,188
07	Retirement - IPERS	1,064	1,112	1,112	1,112	-	1,112
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
	<b>Sub-Total</b>	\$ 30,752	\$ 31,678	\$ 30,800	\$ 30,800	\$ (878)	\$ 30,800

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 11,700	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	8,636	4,500	-	17,700	13,200	4,000
24	Contributions to other agencies	18,050	59,250	59,250	75,750	16,500	60,000
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	10,515	12,740	12,740	12,695	(45)	12,720
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	21,600	22,680	21,600	24,000	1,320	25,200
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	5,749	8,925	5,000	8,000	(925)	8,000
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	111	-	20	-	-	-
59	Operating supplies	464	550	350	150	(400)	150
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
	<b>Sub-total</b>	\$ 76,825	\$ 108,645	\$ 98,960	\$ 138,295	\$ 29,650	\$ 110,070

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
	<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>MAYOR and COUNCIL</b>	\$ 107,577	\$ 140,323	\$ 129,760	\$ 169,095	\$ 28,772	\$ 140,870
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**FUNCTION: General Government**  
**ACTIVITY: Mayor and City Council**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Mayor	\$ 7,000
	City Council	\$ 20,000
	Treasurer	\$ 1,500
06	FICA	\$ 1,188
07	IPERS	\$ 1,112
23	Strategic Planning Consultant	\$ 2,000
	Conduct 2 <sup>nd</sup> National Citizen Survey	\$ 15,700
24	Urbandale Food Pantry contribution	\$ 20,000
	Metropolitan Advisory Committee (MAC) annual contribution	\$ 250
	U-CAN Urbandale Community Action Network contribution	\$ 50,000
	VFW Post 9668	\$ 1,500
	American Legion Post 663	\$ 500
	Downtown Urbandale Neighborhood Association	\$ 500
	Polk County Master Gardeners demonstration garden	\$ 3,000
28	Iowa League of Cities	\$ 7,440
	MIALG membership	\$ 450
	Urbandale Chamber of Commerce (includes membership to Greater Des Moines Partnership)	\$ 1,500
	National League of Cities	\$ 3,255
	Miscellaneous subscriptions	\$ 50
35	Monthly newsletter printing and mailing	\$ 24,000
46	City Council Lunch and Learn, Iowa League of Cities convention and meetings; Greater Des Moines and Urbandale Chamber of Commerce meetings; Chamber of Commerce's Washington trip; National League of Cities annual conference; and miscellaneous meetings	\$ 8,000
59	Service awards and plaques (staff retirements, citizen recognition, etc.)	\$ 150



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**FUNCTION: General Government**  
**ACTIVITY: City Manager**

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**OVERVIEW:** This activity provides professional management of the City by recommending options to the City Council and by implementing the policy directives of the City Council.

**CITY MANAGER**

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	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	416,084	432,538	427,832	441,297
Contractual & supply service	39,606	18,705	19,050	10,700
Capital outlay	-	1,000	743	-
<b>Total expenditures</b>	<b>\$ 455,690</b>	<b>\$ 452,243</b>	<b>\$ 447,625</b>	<b>\$ 451,997</b>
Fees	-	-	-	-
Grants	10,000	-	-	-
Other	30,003	25,644	25,928	25,810
<b>Total revenue</b>	<b>\$ 40,003</b>	<b>\$ 25,644</b>	<b>\$ 25,928</b>	<b>\$ 25,810</b>
<b>Net amount supported by property taxes</b>	<b>\$ 415,687</b>	<b>\$ 426,599</b>	<b>\$ 421,697</b>	<b>\$ 426,187</b>

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**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ No significant changes from prior year's budget.

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**FUNCTION: General Government**  
**ACTIVITY: City Manager**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To provide high-quality, effective and efficient services to the residents, businesses and visitors of Urbandale, in accordance with the policy direction of the City Council.**

PERFORMANCE OBJECTIVES:

1. Execute the City Council's policy directives in accordance with applicable federal, state and local regulations.

**GOAL: To assist the City Council in making informed decisions.**

PERFORMANCE OBJECTIVES:

1. Ensure the long-term health and growth of the City by actively participating in the City Council's strategic planning process and the community's visioning process.
2. Assist the City Council in its review of innovation in service delivery methods and strategies, and the results of the National Citizen Survey conducted in 2009.
3. Provide reliable, accurate, and timely analysis and recommendations.

**GOAL: To safeguard the resources of the City through a financial management program that conforms to all applicable laws and meets the standards set by relevant professional organizations.**

PERFORMANCE OBJECTIVES:

1. Establish appropriate planning and budgeting policies and procedures to ensure that resources are available to implement City programs.
2. Establish and follow rigorous policies and procedures for managing the City's assets.
3. Continue the multi-year revenue and expenditure long-range modeling forecast to address concerns in advance.

**PERFORMANCE MEASURES**

	<b>07-08</b> <b><u>Actual</u></b>	<b>08-09</b> <b><u>Actual</u></b>	<b>09-10</b> <b><u>Actual</u></b>	<b>10-11</b> <b><u>Estimate</u></b>	<b>11-12</b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Council letters written and presented	186	203	213	200	200
Citizen requests for service:**					
Number	5,360	4,368	N/A	N/A	N/A
Percent completed at end of year*	97.9%	96.1%	N/A	N/A	N/A

*Efficiency Measures*

Citizen request response rates:**					
Same day turnaround	59%	55%	N/A	N/A	N/A
2-3 day turnaround	14%	13%	N/A	N/A	N/A
4-10 day turnaround	20%	23%	N/A	N/A	N/A
11+ day turnaround	7%	9%	N/A	N/A	N/A

\* It should be noted that some citizen requests – such as property maintenance complaints – could take 30 days or more to complete because of the due process requirements that are involved.

\*\* Starting December 2009 only the Department of Engineering and Public Works continued to use the Request Partner system. The other City departments use online forms or email to receive resident requests.

*Outcome Measures*

Percent completion of high priority projects in the City Council's Strategic Plan:

2006/07 Priorities:

Develop a long range financial plan	100%	-	-	-	-
Retain and attract niche commercial and retail businesses	50%	50%	75%	100%	-
Continue technology improvements	75%	100%	-	-	-
Facilitate the development of Plum Drive	34%	34%	45%	50%	75%

2008/09 Priorities:

Reduce Fire & EMS response times by staffing five FTE's at each Fire Station	N/A	17%	50%	100%	-
Implement a coordinated approach to economic development in Urbandale	N/A	N/A	25%	95%	100%
Establish Urbandale as a key stakeholder in regional priorities	N/A	N/A	50%	75%	100%
Create substantial access to the Walnut Creek Regional Park	N/A	N/A	5%	25%	50%

2010/11 Priorities:

Fire/EMS Staffing of 4 FTEs per Station	N/A	N/A	N/A	100%	-
Define Human Services Needs in Urbandale	N/A	N/A	N/A	10%	50%
Grow Community Pride for 2017 Centennial	N/A	N/A	N/A	5%	25%
Aggressive retention of current business and promotion of new businesses	N/A	N/A	N/A	15%	50%

GENERAL GOVERNMENT	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 615 CITY MANAGER

### PERSONAL SERVICES

01	Salaries	\$ 301,116	\$ 326,953	\$ 322,511	\$ 349,793	\$ 22,840	\$ 348,677
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	23,812	21,691	21,389	22,983	1,292	26,674
07	Retirement - IPERS	29,971	32,471	32,509	28,228	(4,243)	31,381
08	Pension	-	-	-	-	-	-
09	Group insurance	49,660	39,873	39,873	28,743	(11,130)	29,317
10	Unemployment	-	-	-	-	-	-
11	Allowance	11,525	11,550	11,550	11,550	-	11,550
<b>Sub-Total</b>		<b>\$ 416,084</b>	<b>\$ 432,538</b>	<b>\$ 427,832</b>	<b>\$ 441,297</b>	<b>\$ 8,759</b>	<b>\$ 447,599</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	25,070	500	500	500	-	500
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	1,674	5,170	5,720	3,150	(2,020)	3,200
28	Dues and memberships	4,172	5,810	5,730	3,900	(1,910)	3,900
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	422	825	800	750	(75)	750
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	6,699	5,000	5,000	1,000	(4,000)	3,070
48	Utility service	1,115	1,200	1,200	1,200	-	1,200
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	399	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	55	200	100	200	-	200
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 39,606</b>	<b>\$ 18,705</b>	<b>\$ 19,050</b>	<b>\$ 10,700</b>	<b>\$ (8,005)</b>	<b>\$ 12,820</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	1,000	743	-	(1,000)	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 743</b>	<b>\$ -</b>	<b>\$ (1,000)</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>CITY MANAGER</b>		<b>\$ 455,690</b>	<b>\$ 452,243</b>	<b>\$ 447,625</b>	<b>\$ 451,997</b>	<b>\$ (246)</b>	<b>\$ 460,419</b>
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**FUNCTION: General Government**

**ACTIVITY: City Manager**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	City Manager, Assistant City Manager, Assistant to City Manager, performance bonus	\$ 349,793
06	FICA	\$ 22,983
07	Retirement	\$ 28,228
09	Group insurance	\$ 28,743
11	Vehicle allowances	\$ 11,400
	Spot awards	\$ 150
23	Records retention, storage and destruction	\$ 500
27	Website hosting	\$ 900
	Software and network support	\$ 250
	Website enhancements	\$ 2,000
28	ICMA	\$ 2,860
	IaCMA	\$ 900
	Business Record publications	\$ 70
	Miscellaneous publications	\$ 70
35	Capital Improvements Program document printing	\$ 750
46	Iowa City and County Management Association meetings (2)	\$ 1,000
48	Cell phone service (1)	\$ 1,200
58	Stationery and miscellaneous office supplies	\$ 200

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**OVERVIEW:** This activity monitors all financial operations to ensure fiscal viability of the City, and maintains all City Council proceedings and essential documents of the City.

**FINANCE and RECORDS**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	385,388	406,421	406,465	414,186
Contractual & supply service	164,037	151,078	146,616	160,067
Capital outlay	1,149	-	-	-
<b>Total expenditures</b>	<b>\$ 550,574</b>	<b>\$ 557,499</b>	<b>\$ 553,081</b>	<b>\$ 574,253</b>
Fees	43,344	43,100	43,100	43,100
Grants	-	-	-	-
Other	36,250	31,612	32,036	32,791
<b>Total revenue</b>	<b>\$ 79,594</b>	<b>\$ 74,712</b>	<b>\$ 75,136</b>	<b>\$ 75,891</b>
<b>Net amount supported by property taxes</b>	<b>\$ 470,980</b>	<b>\$ 482,787</b>	<b>\$ 477,945</b>	<b>\$ 498,362</b>

**SIGNIFICANT BUDGET IMPACTS:** The budget includes:

- ↑ An increase of \$22,000 in contributions to other agencies, which reflects the City Council elections during the year.
- ↓ A decrease of \$14,000 in refunds, which reflects the reallocation of City auction remittances to the Police budget, and sales tax quarterly remittances to the Pool budget (these are based on pool admissions).

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To monitor and appropriately manage all financial operations to preserve the fiscal viability of the City.**

PERFORMANCE OBJECTIVES:

1. Manage all financial transactions, investment procedures, payroll and bill payments to safeguard the proper use of public funds.
2. Assist in the preparation and development of all published financial documents and procedural manuals related to financial transactions to develop consistent operations and accurate transaction reports.
3. Issue applicable business permits and licenses, and maintain accurate records of these items.
4. Implement financial control recommendations from the external auditor based on the annual fiscal year review.
5. Assist City departments in the use of technology for budget development and fiscal year expenditure monitoring.
6. Ensure the bi-weekly payroll is processed accurately and on time.

**GOAL: To maintain complete and accurate records of all City Council proceedings.**

PERFORMANCE OBJECTIVES:

1. Record all City Council approved Ordinances and Resolutions, and maintain official documents to preserve the City's vital records.
2. Prepare official Minutes for City Council proceedings and publish all public notices within established City timelines.

**PERFORMANCE MEASURES**

	<b>07-08 Actual</b>	<b>08-09 Actual</b>	<b>09-10 Actual</b>	<b>10-11 Estimate</b>	<b>11-12 Target</b>
<u>Workload Measures</u>					
Purchase orders processed	1,893	1,730	219	230	200
Ordinances published	22	21	21	20	20
<u>Outcome Measures</u>					
Bond rating	Aa2	Aa2	Aa1	Aa1	Aa1
GFOA Certificate of Achievement for Excellence in Financial Reporting	Yes	Yes	Yes	Yes	Yes

GENERAL GOVERNMENT	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 620 FINANCE and RECORDS

### PERSONAL SERVICES

01	Salaries	\$ 280,844	\$ 300,434	\$ 300,500	\$ 318,842	\$ 18,408	\$ 317,825
02	Overtime	10,363	5,400	5,400	4,000	(1,400)	3,000
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	21,836	23,014	22,650	24,045	1,031	24,314
07	Retirement - IPERS	19,285	20,908	21,350	25,476	4,568	28,604
08	Pension	-	-	-	-	-	-
09	Group insurance	49,660	53,165	53,165	38,323	(14,842)	39,090
10	Unemployment	-	-	-	-	-	-
11	Allowance	3,400	3,500	3,400	3,500	-	3,500
<b>Sub-Total</b>		<b>\$ 385,388</b>	<b>\$ 406,421</b>	<b>\$ 406,465</b>	<b>\$ 414,186</b>	<b>\$ 7,765</b>	<b>\$ 416,333</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ 13,772	\$ 14,000	\$ 13,000	\$ 14,000	\$ -	\$ 14,000
22	Recruitment	-	-	-	-	-	-
23	Professional services	64,300	61,270	59,000	63,304	2,034	67,000
24	Contributions to other agencies	11,074	-	-	22,000	22,000	-
27	Data processing	25,364	28,000	28,000	29,000	1,000	30,000
28	Dues and memberships	1,390	1,925	1,900	1,705	(220)	1,800
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	13,549	14,148	13,500	14,168	20	14,500
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	12,246	10,435	10,000	8,590	(1,845)	10,000
48	Utility service	133	-	-	-	-	-
49	Petty cash	113	200	100	200	-	200
51	Maintenance supplies	926	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	6,188	7,000	7,000	7,000	-	7,000
59	Operating supplies	(29)	100	116	100	-	100
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	15,011	14,000	14,000	-	(14,000)	-
<b>Sub-total</b>		<b>\$ 164,037</b>	<b>\$ 151,078</b>	<b>\$ 146,616</b>	<b>\$ 160,067</b>	<b>\$ 8,989</b>	<b>\$ 144,600</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	1,149	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 1,149</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>FINANCE and RECORDS</b>	<b>\$ 550,574</b>	<b>\$ 557,499</b>	<b>\$ 553,081</b>	<b>\$ 574,253</b>	<b>\$ 16,754</b>	<b>\$ 560,933</b>
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**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	City Clerk, Finance Director, Assistant Finance Director, Acct Payable Clerk, performance bonus	\$ 318,842
02	Overtime	\$ 4,000
06	FICA	\$ 24,045
07	IPERS	\$ 25,476
09	Group insurance	\$ 38,323
11	Vehicle allowance & on-the-spot awards	\$ 3,500
21	Newspaper publication of Council minutes, official publications, ordinances, recording of deeds, and easements	\$ 14,000
23	Annual audit & A-133 audit	\$ 45,854
	State filing fee for audit	\$ 850
	Certificate of Achievement fee	\$ 500
	OPEB consultation for GASB 45	\$ 2,000
	Arbitrage study	\$ 3,500
	Bond trustee fees	\$ 6,600
	CUSIP registration service	\$ 600
	Piper Jaffray dissemination fees	\$ 500
	Records retention and storage	\$ 2,400
	Other services	\$ 500
24	City election, including primary	\$ 22,000
27	Finance and payroll management system & data dictionaries maintenance contracts	\$ 28,000
	Supplies and software	\$ 500
	Printer maintenance	\$ 500
28	Iowa Municipal Finance Officers Association (2)	\$ 150
	Government Finance Officers Association (2)	\$ 250
	Institute of Municipal Clerks	\$ 150
	Iowa Society of CPAs	\$ 155
	American Institute of CPAs	\$ 200
	Iowa Licensing Division – CPA certificate renewal	\$ 100
	GCMOA (Golden Circle Municipal Officers Association)	\$ 50
	GASB pronouncements/publications service	\$ 250
	Miscellaneous dues and subscriptions	\$ 400
35	Postage and shipping cost	\$ 10,000
	Postage meter lease	\$ 1,068
	Copy machine lease and maintenance	\$ 740
	Paper, ribbons and other supplies	\$ 860

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**FUNCTION: General Government**  
**ACTIVITY: Finance and Records**

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<b>Object</b>	<b>Description</b>	<b>Amount</b>
	Financial document printing	\$ 1,500
46	Municipal Clerks meeting	\$ 150
	CPE – Finance Director	\$ 2,000
	GFOA annual conference (1) – Chicago, IL	\$ 1,865
	New World Systems user conference (2) – San Antonio, TX	\$ 1,835
	Mileage reimbursement	\$ 500
	New World Systems training for new modules	\$ 2,240
49	Petty cash	\$ 200
58	Stationery, office forms, miscellaneous office supplies	\$ 7,000
59	Operating supplies	\$ 100



**FUNCTION: General Government**  
**ACTIVITY: Technology**

**OVERVIEW:** This activity provides effective technology tools to staff and citizens to maximize efficiency and productivity.

**TECHNOLOGY**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	122,438	121,196	121,196	130,256
Contractual & supply service	164,859	179,007	179,007	167,826
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 287,297</b>	<b>\$ 300,203</b>	<b>\$ 300,203</b>	<b>\$ 298,082</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	18,916	17,023	17,389	17,021
<b>Total revenue</b>	<b>\$ 18,916</b>	<b>\$ 17,023</b>	<b>\$ 17,389</b>	<b>\$ 17,021</b>
<b>Net amount supported by property taxes</b>	<b>\$ 268,381</b>	<b>\$ 283,180</b>	<b>\$ 282,814</b>	<b>\$ 281,061</b>

**SIGNIFICANT BUDGET IMPACTS:** The budget includes:

- ↓ A decrease of \$18,100 in data processing, which reflects normal fluctuations in technology needs each year.
- ❖ This year, several capital purchase items were identified for replacement or upgrade that have a City-wide system impact. These types of items qualify for funding through the City's Technology internal service fund. A total of \$95,150 is being recommended for purchase through the Technology Fund.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As service demands increase, additional staff will be required to maintain effective service levels.

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**FUNCTION: General Government**  
**ACTIVITY: Technology**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To implement the objectives of the City's Strategic Plan for Technology.**

PERFORMANCE OBJECTIVES:

1. Implement policies and procedures to protect the security, availability, and integrity of data and applications on the network.
2. Utilize centralized management systems to deploy, maintain, and control various aspects of the City's technology.
3. Consider the deployment and use of various alternative technologies throughout the City.

**GOAL: To increase the technological abilities of the City's staff**

PERFORMANCE OBJECTIVES:

1. Provide users with increased training opportunities to expand technology efficiencies.
2. Begin deployment of new Windows OS and new Office interfaces.
3. Manage the expanded deployment of the document imaging system throughout the City.
4. Maintain the City's mobile work environment allowing staff to work throughout the City remotely.
5. Investigate the possibilities and benefits of cutting-edge technologies throughout the City.

**GOAL: To build and maintain the integrity of the back-office systems**

PERFORMANCE OBJECTIVES:

1. Strengthen the working relationships between the Technology department and other internal departments.
2. Maintain reliable network systems providing accessibility and functionality.
3. Establish and maintain an inventory of components to minimize system downtime.

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**PERFORMANCE MEASURES**

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	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<u>Workload Measures</u>					
Desktop PCs managed	215	194	197	199	200
Servers managed	20	22	23	23	25
Mobile devices	N/A	N/A	39	50	60
<u>Outcome Measures</u>					
Network availability	99.95%	99.97%	99.96%	99.96%	99.95%
Central management solutions in use	N/A	N/A	4	5	5

GENERAL GOVERNMENT	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 625 TECHNOLOGY

### PERSONAL SERVICES

01	Salaries	\$ 89,709	\$ 91,278	\$ 91,278	\$ 101,567	\$ 10,289	\$ 101,243
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	7,077	6,983	6,983	7,693	710	7,745
07	Retirement - IPERS	5,799	6,344	6,344	8,115	1,771	9,112
08	Pension	-	-	-	-	-	-
09	Group insurance	16,553	13,291	13,291	9,581	(3,710)	9,772
10	Unemployment	-	-	-	-	-	-
11	Allowance	3,300	3,300	3,300	3,300	-	3,300
<b>Sub-Total</b>		<b>\$ 122,438</b>	<b>\$ 121,196</b>	<b>\$ 121,196</b>	<b>\$ 130,256</b>	<b>\$ 9,060</b>	<b>\$ 131,172</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	27,213	20,040	20,040	27,000	6,960	30,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	134,756	151,967	151,967	133,826	(18,141)	150,000
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	19	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	1,020	5,000	5,000	5,000	-	5,000
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	1,851	2,000	2,000	2,000	-	2,000
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 164,859</b>	<b>\$ 179,007</b>	<b>\$ 179,007</b>	<b>\$ 167,826</b>	<b>\$ (11,181)</b>	<b>\$ 187,000</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>TECHNOLOGY</b>	<b>\$ 287,297</b>	<b>\$ 300,203</b>	<b>\$ 300,203</b>	<b>\$ 298,082</b>	<b>\$ (2,121)</b>	<b>\$ 318,172</b>
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**FUNCTION: General Government**  
**ACTIVITY: Technology**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Director of Technology, performance bonus	\$ 101,567
06	FICA	\$ 7,693
07	IPERS	\$ 8,115
09	Group insurance	\$ 9,581
11	Vehicle allowance	\$ 3,300
23	Telecommunication support	\$ 8,400
	Network support	\$ 9,600
	AV Support	\$ 5,000
	New World Systems support	\$ 2,000
	LaserFiche support	\$ 2,000
27	Software licensing	\$ 26,350
	CISCO subscriptions (ASA & IronPort)	\$ 15,000
	Smartnet maintenance	\$ 5,000
	Data Protector maintenance	\$ 6,500
	PBX PASS maintenance support	\$ 4,000
	CarePaq Warranty renewals	\$ 15,000
	Tape media	\$ 2,200
	Council Chambers AV maintenance	\$ 10,000
	Replacement CISCO switches (Engineering/CD, Police)	\$ 14,000
	Managed service contracts (Exchange, New World server)	\$ 10,776
	Replacement equipment & PC parts	\$ 5,000
	Replacement Police file server	\$ 10,000
	Replacement NetMotion application server	\$ 10,000
46	Network Security Conference	\$ 1,500
	PTI Annual conference	\$ 1,500
	Training materials	\$ 500
	MS Government CIO Summit	\$ 1,500
54	Computer tools and equipment	\$ 2,000
<b>TECH FUND</b>	<b>Technology Fund purchases (one-time capital items with City-wide benefit):</b>	
	Replacement servers (LaserFiche, NWS production, NWS test, NWS backup)	\$ 40,000
	Upgrade to Microsoft Office Professional 2010 – 150 user licenses	\$ 46,650
	CISCO Redundant ASA	\$ 9,500

**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

**OVERVIEW:** This activity provides professional human resource management for the City. This activity manages the City's recruitments, personnel policies, compliance with federal and state labor laws, and employee safety program.

**HUMAN RESOURCES**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	34,232	98,165	102,187	136,843
Contractual & supply service	14,749	17,745	29,010	52,435
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 48,981</b>	<b>\$ 115,910</b>	<b>\$ 131,197</b>	<b>\$ 189,278</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	3,225	6,572	7,599	10,808
<b>Total revenue</b>	<b>\$ 3,225</b>	<b>\$ 6,572</b>	<b>\$ 7,599</b>	<b>\$ 10,808</b>
<b>Net amount supported by property taxes</b>	<b>\$ 45,756</b>	<b>\$ 109,338</b>	<b>\$ 123,598</b>	<b>\$ 178,470</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↑ A net increase of \$38,700 in salaries and benefits, which reflects a true-up to actual salary of the new HR Director position, which was filled in June 2010, and addition of a part-time HR Generalist/Administrative support position.
- ↑ An increase of \$22,700 in professional services, which reflects hiring an independent, outside consultant to perform a complete compensation survey for all non-union staff.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ As the City grows, and staffing levels increase, the human resources department will need to grow to accommodate the workload.

**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

**GOALS AND PERFORMANCE OBJECTIVES**

**GOAL: To ensure appropriate treatment of City employees by providing advice and guidance to the City in its personnel-related activities.**

PERFORMANCE OBJECTIVES:

1. Provide staff with advice regarding the development and enforcement of personnel policies and practices.
2. Assist in the formulation of policy recommendations to the Civil Service Commission.
3. Negotiate new collective bargaining agreements with the City's bargaining units.
4. Protect the health and safety of the City's workforce by providing a safe work environment and promote employee safety training.

**GOAL: To manage the City's Human Resource program in compliance with applicable laws and regulations.**

PERFORMANCE OBJECTIVES:

1. Coordinate the revision and approval of the personnel manual.

**GOAL: To source and recruit open position in a timely manor, ensuring adequate staffing of City services.**

PERFORMANCE OBJECTIVES:

1. Review and update position descriptions to accurately source an open position.
2. Recruit for positions in compliance with all federal, state and civil service regulations.

**PERFORMANCE MEASURES**

	<b><u>07-08</u></b> <b><u>Actual</u></b>	<b><u>08-09</u></b> <b><u>Actual</u></b>	<b><u>09-10</u></b> <b><u>Actual</u></b>	<b><u>10-11</u></b> <b><u>Estimate</u></b>	<b><u>11-12</u></b> <b><u>Target</u></b>
<i><u>Workload Measures</u></i>					
Number of positions filled – full time	14	16	10	10	10
Number of positions filled – part time/seasonal	57	57	50	55	55
Turnover rate	N/A	6.0%	4.6%	< 5%	< 5%
<i><u>Outcome Measures</u></i>					
Working days to fill an external recruitment	N/A	130	104	60	< 30
Working days to fill an internal recruitment	N/A	30	N/A	< 30	< 20
Multi-year agreement in place					
Fire union	N/A	Yes	Yes	Yes	Yes
Laborers' union	Yes	Yes	Yes	Yes	Yes
Police union	Yes	Yes	Yes	Yes	Yes

GENERAL GOVERNMENT	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 630 HUMAN RESOURCES

### PERSONAL SERVICES

01	Salaries	\$ -	\$ 71,183	\$ 75,005	\$ 82,248	\$ 11,065	\$ 81,986
02	Overtime	-	-	-	-	-	-
03	Part-time	30,086	-	-	25,000	25,000	26,500
04	Witness fees	-	-	-	-	-	-
06	FICA	2,302	5,445	5,639	8,142	2,697	8,272
07	Retirement - IPERS	1,844	4,947	4,953	8,572	3,625	9,479
08	Pension	-	-	-	-	-	-
09	Group insurance	-	13,290	13,290	9,581	(3,709)	9,772
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	3,300	3,300	3,300	-	3,300
<b>Sub-Total</b>		<b>\$ 34,232</b>	<b>\$ 98,165</b>	<b>\$ 102,187</b>	<b>\$ 136,843</b>	<b>\$ 38,678</b>	<b>\$ 139,309</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	500	500	1,000
23	Professional services	11,804	5,850	5,550	28,550	22,700	6,800
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	10,000	6,500	6,500	4,500
28	Dues and memberships	505	805	805	1,600	795	2,000
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	19	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	2,382	6,750	9,500	12,585	5,835	15,000
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	39	200	200	700	500	200
59	Operating supplies	-	4,000	2,905	2,000	(2,000)	2,500
60	Safety and medical supplies	-	140	50	-	(140)	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 14,749</b>	<b>\$ 17,745</b>	<b>\$ 29,010</b>	<b>\$ 52,435</b>	<b>\$ 34,690</b>	<b>\$ 32,000</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>HUMAN RESOURCES</b>		<b>\$ 48,981</b>	<b>\$ 115,910</b>	<b>\$ 131,197</b>	<b>\$ 189,278</b>	<b>\$ 73,368</b>	<b>\$ 171,309</b>
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**FUNCTION: General Government**  
**ACTIVITY: Human Resources**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	HR Director, performance bonus	\$ 82,248
03	Part-time HR generalist	\$ 25,000
06	FICA	\$ 8,142
07	IPERS	\$ 8,572
09	Group insurance	\$ 9,581
11	Car allowance	\$ 3,300
22	Recruitment expenses	\$ 500
23	Employee assistance program (EAP)	\$ 2,300
	Consultant – City-wide salary survey and compensation study	\$ 25,000
	Other services	\$ 1,250
27	NeoGov licensing fee	\$ 4,000
	Computer for part time position	\$ 2,000
	Miscellaneous software/training programs	\$ 500
28	Society for Human Resource management membership	\$ 160
	National Public Employer Labor Relations Association membership	\$ 200
	Central Iowa SHRM membership	\$ 60
	IPMA-HR membership	\$ 285
	Personnel policy manual service subscription	\$ 477
	Iowa League of Human Rights Agencies (Urbandale Civil Rights Commission)	\$ 25
	Miscellaneous dues & subscriptions	\$ 393
46	NPELRA CLRP academy – local	\$ 300
	IPELRA conference - local	\$ 200
	IPMA-HR conference (Chicago, IL)	\$ 2,185
	Citywide core skills training	\$ 5,000
	City supervisory staff training program	\$ 4,500
	Miscellaneous training manuals & reference books	\$ 400
58	Employee handbook supplies (binders, tabs, etc.)	\$ 700
59	Training videos and miscellaneous operating supplies	\$ 2,000
GenLiab FUND	Safety Program expenses – funded through General Liability Fund:	
	Safety Officer – Des Moines Water Works	\$ 3,000
	Iowa/Illinois Safety Council	\$ 500
	Safety training conferences	\$ 1,500
	Employee Safety Goals program	\$ 2,500
	OSHA subscription & compliance manual (3 manuals)	\$ 500

**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

**OVERVIEW:** This activity ensures the City’s compliance with applicable statutes to minimize the City’s exposure to legal action and to ensure fair treatment of City employees in its personnel-related activities.

**LEGAL SERVICES**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	95,711	120,000	117,000	128,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 95,711</b>	<b>\$ 120,000</b>	<b>\$ 117,000</b>	<b>\$ 128,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	6,302	6,804	6,777	7,309
<b>Total revenue</b>	<b>\$ 6,302</b>	<b>\$ 6,804</b>	<b>\$ 6,777</b>	<b>\$ 7,309</b>
<b>Net amount supported by property taxes</b>	<b>\$ 89,409</b>	<b>\$ 113,196</b>	<b>\$ 110,223</b>	<b>\$ 120,691</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ❖ Two union contracts will expire in FY11-12.
- ❖ No significant changes from prior year’s budget.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

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GOALS AND PERFORMANCE OBJECTIVES

**GOAL: To ensure the City's compliance with all applicable statutes and regulations, and to minimize the City's exposure to legal action, by providing professional, timely and accurate legal advice to the City Council and staff.**

PERFORMANCE OBJECTIVES:

1. Ensure that the City Council and staff comply with all applicable statutes and regulations by advising on the legality of actions.
2. Represent the City in all appropriate courts of law, judicial hearings and administrative hearings.
3. Enforce the City's Ordinances by prosecuting individuals and businesses in violation.
4. Utilize outside counsel in collective bargaining negotiations for new contracts.

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**PERFORMANCE MEASURES**

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	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<u>Workload Measures</u>					
Personnel billable hours	54	162	97	65	80
Legal billable hours (City Attorney, Bond Attorney, Cable Attorney)	406	685	662	500	450
Legal retainer hours	400	400	400	400	400

GENERAL GOVERNMENT	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 640 LEGAL SERVICES

### PERSONAL SERVICES

01	Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Overtime	-	-	-	-	-	-
03	Part-time	-	-	-	-	-	-
04	Witness fees	-	-	-	-	-	-
06	FICA	-	-	-	-	-	-
07	Retirement - IPERS	-	-	-	-	-	-
08	Pension	-	-	-	-	-	-
09	Group insurance	-	-	-	-	-	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	95,711	120,000	117,000	128,000	8,000	123,000
24	Contributions to other agencies	-	-	-	-	-	-
27	Data processing	-	-	-	-	-	-
28	Dues and memberships	-	-	-	-	-	-
29	Insurance	-	-	-	-	-	-
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	-	-	-	-	-	-
40	Building and grounds maint.	-	-	-	-	-	-
41	Vehicle and equipment maint.	-	-	-	-	-	-
46	Training and development	-	-	-	-	-	-
48	Utility service	-	-	-	-	-	-
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	-	-	-	-	-	-
54	Minor equipment	-	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	-	-	-	-	-	-
59	Operating supplies	-	-	-	-	-	-
60	Safety and medical supplies	-	-	-	-	-	-
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		\$ 95,711	\$ 120,000	\$ 117,000	\$ 128,000	\$ 8,000	\$ 123,000

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

91	Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95	Contingency	-	-	-	-	-	-

<b>LEGAL SERVICES</b>		\$ 95,711	\$ 120,000	\$ 117,000	\$ 128,000	\$ 8,000	\$ 123,000
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**FUNCTION: General Government**  
**ACTIVITY: Legal Services**

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**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
23	City Attorney, \$79,253 annual plus \$95 per hour for billable work	\$ 90,850
	Outside counsel and miscellaneous expenses	\$ 37,150

**FUNCTION: General Government**  
**ACTIVITY: General Support**

**OVERVIEW:** This activity protects the City against loss due to catastrophic events or liability claims, and protects the health and safety of the City's workforce by providing a safe work environment.

**GENERAL SUPPORT**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	62,790	60,954	60,338	50,807
Contractual & supply service	1,059,826	1,172,877	1,156,260	1,153,301
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 1,122,616</b>	<b>\$ 1,233,831</b>	<b>\$ 1,216,598</b>	<b>\$ 1,204,108</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	73,914	69,962	70,469	68,757
<b>Total revenue</b>	<b>\$ 73,914</b>	<b>\$ 69,962</b>	<b>\$ 70,469</b>	<b>\$ 68,757</b>
<b>Net amount supported by property taxes</b>	<b>\$ 1,048,702</b>	<b>\$ 1,163,869</b>	<b>\$ 1,146,129</b>	<b>\$ 1,135,351</b>

**SIGNIFICANT BUDGET IMPACTS:** This budget includes:

- ↓ A decrease of \$10,100 in personnel services, which reflects normal increases for existing staff, offset by decrease in group insurance allocation.
- ↑ An increase of \$10,000 in insurance, which reflects increases in worker's compensation and other insurance premiums.

**FUTURE BUDGET CONSIDERATIONS:**

- ❖ None identified at this time.

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**FUNCTION: General Government**  
**ACTIVITY: General Support**

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**GOALS AND PERFORMANCE OBJECTIVES**

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**GOAL: To support the goals and objectives of the City Council and the City Manager through programs that protect against loss and maximize the effective use of resources.**

PERFORMANCE OBJECTIVES:

1. Protect the City's financial assets from loss due to catastrophic events or liability claims by managing a comprehensive insurance program.

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**PERFORMANCE MEASURES**

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	<u>07-08</u> <u>Actual</u>	<u>08-09</u> <u>Actual</u>	<u>09-10</u> <u>Actual</u>	<u>10-11</u> <u>Estimate</u>	<u>11-12</u> <u>Target</u>
<i>Workload Measures</i>					
Safety incidents	35	50	51	45	< 32
Total Workers' Compensation claims	12	21	12	10	< 10
Total Workers' Compensation claim value*	\$166,073	\$118,244	\$129,659	\$16,500	< \$12,000

\* FY2007/08, FY2008-09, FY2009-10 include expenses and retained liability for one open catastrophic injury (>\$75,000) in each fiscal year.

GENERAL GOVERNMENT	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## 645 GENERAL SUPPORT

### PERSONAL SERVICES

01	Salaries	\$ 38,603	\$ 40,390	\$ 39,426	\$ 42,926	\$ 2,536	\$ 42,789
02	Overtime	-	300	525	200	(100)	200
03	Part-time	2,042	1,000	1,384	1,000	-	1,000
04	Witness fees	-	-	-	-	-	-
06	FICA	3,109	3,130	3,056	3,251	121	3,273
07	Retirement - IPERS	2,483	2,844	2,657	3,430	586	3,851
08	Pension	-	-	-	-	-	-
09	Group insurance	16,553	13,290	13,290	-	(13,290)	-
10	Unemployment	-	-	-	-	-	-
11	Allowance	-	-	-	-	-	-
<b>Sub-Total</b>		<b>\$ 62,790</b>	<b>\$ 60,954</b>	<b>\$ 60,338</b>	<b>\$ 50,807</b>	<b>\$ (10,147)</b>	<b>\$ 51,113</b>

### CONTRACTUAL AND SUPPLY SERVICES

21	Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22	Recruitment	-	-	-	-	-	-
23	Professional services	3,245	-	347	750	750	750
24	Contributions to other agencies	500	500	625	-	(500)	-
27	Data processing	1,674	300	300	360	60	420
28	Dues and memberships	6,102	-	-	30	30	-
29	Insurance	532,597	650,000	650,000	660,000	10,000	715,000
32	Uniforms and laundry	-	-	-	-	-	-
35	Printing and copying	1,044	480	480	100	(380)	500
40	Building and grounds maint.	12,041	16,500	15,000	14,995	(1,505)	15,420
41	Vehicle and equipment maint.	87	200	200	100	(100)	125
46	Training and development	4,274	100	75	100	-	100
48	Utility service	23,421	26,370	25,495	25,790	(580)	26,670
49	Petty cash	-	-	-	-	-	-
51	Maintenance supplies	915	720	600	600	(120)	625
54	Minor equipment	45	-	-	-	-	-
55	DARE expenditures	-	-	-	-	-	-
56	Vehicle maintenance supplies	-	-	-	-	-	-
57	Vehicle operation supplies	-	-	-	-	-	-
58	Office supplies	449	320	50	-	(320)	-
59	Operating supplies	2,394	2,200	950	1,200	(1,000)	1,250
60	Safety and medical supplies	178	60	60	65	5	65
61	Refunds	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ 588,966</b>	<b>\$ 697,750</b>	<b>\$ 694,182</b>	<b>\$ 704,090</b>	<b>\$ 6,340</b>	<b>\$ 760,925</b>

### CAPITAL OUTLAY

71	Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72	Furniture and fixtures	-	-	-	-	-	-
73	Equipment replacement fund	-	-	-	-	-	-
74	Office equipment	-	-	-	-	-	-
75	Operating equipment	-	-	-	-	-	-
76	Property improvements	-	-	-	-	-	-
77	Economic development	-	-	-	-	-	-
79	Books, films and recordings	-	-	-	-	-	-
97	Transfers out	-	-	-	-	-	-
<b>Sub-total</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

91	Debt retirement	\$ 470,860	\$ 475,127	\$ 462,078	\$ 449,211	\$ (25,916)	\$ 444,280
95	Contingency	-	-	-	-	-	-

<b>GENERAL SUPPORT</b>		<b>\$ 1,122,616</b>	<b>\$ 1,233,831</b>	<b>\$ 1,216,598</b>	<b>\$ 1,204,108</b>	<b>\$ (29,723)</b>	<b>\$ 1,256,318</b>
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**FUNCTION: General Government**  
**ACTIVITY: General Support**

**Activity Notes**

<b>Object</b>	<b>Description</b>	<b>Amount</b>
01	Receptionist, performance bonus	\$ 42,926
02	Overtime	\$ 200
03	Part-time – reception desk coverage during vacations	\$ 1,000
06	FICA	\$ 3,251
07	IPERS	\$ 3,430
23	Professional grade community photographs of City events	\$ 750
27	Security monitoring	\$ 360
28	Renew Notary Public	\$ 30
29	Property and casualty insurance – City-wide	\$ 660,000
35	Miscellaneous postage and shipping	\$ 100
40	Janitor service (City Council, City Administration, Technology)	\$ 4,450
	Carpet Cleaning (1x) (City Council, City Administration)	\$ 475
	Outside window cleaning (2x) (City Council, City Administration)	\$ 160
	Inside window cleaning (1x) (City Council, City Administration)	\$ 100
	Electric maintenance	\$ 615
	Rug service	\$ 1,020
	Mechanical/HVAC maintenance agreement for administrative offices	\$ 2,780
	Mechanical/HVAC service calls for administrative offices	\$ 5,155
	Pesticide service	\$ 120
	Alarm service	\$ 120
41	Repairs to general office equipment	\$ 100
46	Training – Receptionist	\$ 100
48	Electric, gas, water, telephone, data	\$ 25,790
51	Janitorial supplies	\$ 600
59	Office forms and check stock	\$ 1,000
	Miscellaneous supplies	\$ 200
60	Fire extinguisher inspection	\$ 25
	Medicine cabinet supplies	\$ 40
91	Community Development /Engineering office building (2010B GO bond payment)	\$ 93,500
	Police station expansion (2006 capital loan note payment)	\$ 134,888
	Administrative office expansion (2004 capital loan note payment)	\$ 192,068
	Police station expansion (2007 capital loan note payment)	\$ 28,755

**DEBT SERVICE FUND**

<b>FINANCIAL SUMMARY</b>				
	<b>FY 2009-10</b>	<b>FY 2010-11</b>	<b>FY 2010-11</b>	<b>FY 2011-12</b>
	<b>ACTUAL</b>	<b>ADOPTED</b>	<b>REVISED</b>	<b>ADOPTED</b>
Personal services	-	-	-	-
Contractual & supply service	7,593,158	8,208,827	11,238,950	8,760,790
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ 7,593,158</b>	<b>\$ 8,208,827</b>	<b>\$ 11,238,950</b>	<b>\$ 8,760,790</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	7,989,885	8,181,914	11,161,472	8,642,209
<b>Total revenue</b>	<b>\$ 7,989,885</b>	<b>\$ 8,181,914</b>	<b>\$ 11,161,472</b>	<b>\$ 8,642,209</b>
<b>Net amount supported by property taxes</b>	<b>\$ 396,727</b>	<b>\$ (26,913)</b>	<b>\$ (77,478)</b>	<b>\$ (118,581)</b>

- ❖ This function represents all principal and interest payments on the City's outstanding general obligation debt that are supported by the debt service levy of \$2.15; an increase of \$0.10 for FY2011-12.
- ❖ The City does have some categories of outstanding debt that are issued as General Fund supported obligations, which means they are funded through the general levy of \$7.17. All such payments are not reflected in the totals above, but are instead included in the General Support department within the General Government section of this budget document.
- ❖ General Obligation bonds totaling \$6,610,000 are anticipated being issued in August 2011 to support capital projects specified within the 2011-2016 Capital Improvements Program.

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>DEBT SERVICE FUND</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02 Overtime	-	-	-	-	-	-
03 Part-time	-	-	-	-	-	-
04 Witness fees	-	-	-	-	-	-
06 FICA	-	-	-	-	-	-
07 Retirement - IPERS	-	-	-	-	-	-
08 Pension	-	-	-	-	-	-
09 Group insurance	-	-	-	-	-	-
10 Unemployment	-	-	-	-	-	-
11 Allowance	-	-	-	-	-	-
<b>Sub-Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22 Recruitment	-	-	-	-	-	-
23 Professional services	-	-	-	-	-	-
24 Contributions to other agencies	-	-	-	-	-	-
27 Data processing	-	-	-	-	-	-
28 Dues and memberships	-	-	-	-	-	-
29 Insurance	-	-	-	-	-	-
32 Uniforms and laundry	-	-	-	-	-	-
35 Printing and copying	-	-	-	-	-	-
40 Building and grounds maint.	-	-	-	-	-	-
41 Vehicle and equipment maint.	-	-	-	-	-	-
46 Training and development	-	-	-	-	-	-
48 Utility service	-	-	-	-	-	-
49 Petty cash	-	-	-	-	-	-
51 Maintenance supplies	-	-	-	-	-	-
54 Minor equipment	-	-	-	-	-	-
55 DARE expenditures	-	-	-	-	-	-
56 Vehicle maintenance supplies	-	-	-	-	-	-
57 Vehicle operation supplies	-	-	-	-	-	-
58 Office supplies	-	-	-	-	-	-
59 Operating supplies	-	-	-	-	-	-
60 Safety and medical supplies	-	-	-	-	-	-
61 Refunds	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72 Furniture and fixtures	-	-	-	-	-	-
73 Equipment replacement fund	-	-	-	-	-	-
74 Office equipment	-	-	-	-	-	-
75 Operating equipment	-	-	-	-	-	-
76 Property improvements	-	-	-	-	-	-
77 Economic development	-	-	-	-	-	-
79 Books, films and recordings	-	-	-	-	-	-
97 Transfers out	-	-	-	-	-	-
<b>Sub-total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
91 Debt retirement	\$ 7,593,158	\$ 8,208,827	\$ 11,238,950	\$ 8,760,790	\$ 551,963	\$ 8,537,843
95 Contingency	-	-	-	-	-	-
<b>DEBT SERVICE FUND</b>	<b>\$ 7,593,158</b>	<b>\$ 8,208,827</b>	<b>\$ 11,238,950</b>	<b>\$ 8,760,790</b>	<b>\$ 551,963</b>	<b>\$ 8,537,843</b>

**FUNCTION: General Government**  
**ACTIVITY: Contingency**

**OVERVIEW:** The contingency account is intended for one-time, extraordinary purchases that are not budgeted elsewhere. Any use of these funds are required to be approved by City Council.

**CONTINGENCY**

	FINANCIAL SUMMARY			
	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12
	ACTUAL	ADOPTED	REVISED	ADOPTED
Personal services	-	-	-	-
Contractual & supply service	-	100,000	-	100,000
Capital outlay	-	-	-	-
<b>Total expenditures</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>
Fees	-	-	-	-
Grants	-	-	-	-
Other	-	-	-	-
<b>Total revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Net amount supported by property taxes</b>	<b>\$ -</b>	<b>\$ 100,000</b>	<b>\$ -</b>	<b>\$ 100,000</b>

	FY 2009-10 ACTUAL	FY 2010-11 ADOPTED	FY 2010-11 REVISED	FY 2011-12 ADOPTED	INCREASE (DECREASE)	FY 2012-13 ESTIMATE
<b>CONTINGENCY</b>						
<b>PERSONAL SERVICES</b>						
01 Salaries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02 Overtime						
03 Part-time						
04 Witness fees						
06 FICA						
07 Retirement - IPERS						
08 Pension						
09 Group insurance						
10 Unemployment						
11 Allowance						
<b>Sub-Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONTRACTUAL AND SUPPLY SERVICES</b>						
21 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
22 Recruitment						
23 Professional services						
24 Contributions to other agencies						
27 Data processing						
28 Dues and memberships						
29 Insurance						
32 Uniforms and laundry						
35 Printing and copying						
40 Building and grounds maint.						
41 Vehicle and equipment maint.						
46 Training and development						
48 Utility service						
49 Petty cash						
51 Maintenance supplies						
54 Minor equipment						
55 DARE expenditures						
56 Vehicle maintenance supplies						
57 Vehicle operation supplies						
58 Office supplies						
59 Operating supplies						
60 Safety and medical supplies						
61 Refunds						
<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CAPITAL OUTLAY</b>						
71 Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
72 Furniture and fixtures						
73 Equipment replacement fund						
74 Office equipment						
75 Operating equipment						
76 Property improvements						
77 Economic development						
79 Books, films and recordings						
97 Transfers out						
<b>Sub-total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
91 Debt retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
95 Contingency		100,000		100,000		100,000
<b>CONTINGENCY</b>	\$ -	\$ 100,000	\$ -	\$ 100,000	\$ -	\$ 100,000

	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## WATER

### DISTRIBUTION OPERATIONS

#### Personal Services

1	Regular Salaries and Wages	379,200	389,390	424,369	404,803	15,413	410,970
3	Part-Time and Temporary Salaries	26,401	41,700	41,700	61,700	20,000	42,001
6	FICA	31,182	32,977	36,600	35,687	2,710	34,652
7	IPERS	24,940	27,062	30,875	34,196	7,134	33,165
9	Health and Life Insurance	84,965	91,377	91,377	101,990	10,613	119,515
SUB TOTAL		\$ 546,688	\$ 582,506	\$ 624,921	\$ 638,376	\$ 55,870	\$ 640,303

#### Contractual and Supply Services

20	Miscellaneous	159	1,500	1,000	1,000	(500)	1,000
35	Drafting Supplies	435	1,000	1,000	1,000	-	1,000
44A	Communication (Pager & Radio Maintenance)	288	750	500	750	-	750
44B	One Call Service	6,427	10,000	9,600	10,000	-	10,000
47	Utilities	52,099	62,830	58,000	60,000	(2,830)	60,000
48	Bacteriological Samples	7,646	9,600	9,600	11,360	1,760	12,000
51	Bldg & Grounds Maint & Operation	16,626	117,000	100,000	119,388	2,388	116,300
57	Motor Vehicle Operation Supplies	33,063	32,000	30,000	32,000	-	30,000
64	New Meters	165,340	17,750	-	18,400	650	35,000
71	Automotive Equipment	28,937	59,000	59,000	49,000	(10,000)	40,000
82	Easements	-	2,500	1,000	2,500	-	2,500
87	Utility Systems & Structures & Tower	355,832	380,600	300,000	380,600	-	300,000
88	Inspection & Engineering	-	20,000	20,000	50,000	30,000	40,000
SUB TOTAL		\$ 666,852	\$ 714,530	\$ 589,700	\$ 735,998	\$ 21,468	\$ 648,550

<b>Total Water Distribution Operations</b>		\$ 1,213,540	\$ 1,297,036	\$ 1,214,621	\$ 1,374,374	\$ 77,338	\$ 1,288,853
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### DISTRIBUTION MAINTENANCE

#### Personal Services

01	Regular Salaries	269,338	270,557	270,557	281,355	10,798	285,638
01A	Pager Pay	3,308	3,400	3,400	3,400	-	3,400
06	FICA	20,827	20,957	20,327	21,784	827	22,111
07	IPERS	17,975	18,805	17,670	22,923	4,118	23,267
09	Health & Life Insurance	59,787	67,881	67,881	71,762	3,881	78,938
SUB TOTAL		\$ 371,235	\$ 381,600	\$ 379,835	\$ 401,224	\$ 19,624	\$ 413,354

#### Contractual and Supply Services

20	Miscellaneous	6	750	750	750	-	750
34	Miscellaneous Contract Work (Repair help)	30,857	15,000	20,000	15,000	-	7,500
41A	Purchase, Repair & Maintenance of Tractor	112	750	750	750	-	750
41B	Purchase, Repair, Maintenance of Equipment	7,012	7,000	8,100	14,700	7,700	6,000
54	Minor Equipment, Tools, Clothes	13,037	11,000	11,000	14,000	3,000	10,000
61	Main Maintenance Supplies	23,987	22,000	15,000	22,000	-	16,500
64	Meter Parts	29,545	102,000	54,000	34,000	(68,000)	11,725
65	Hydrants, Valves & Parts	21,149	26,000	20,000	26,000	-	26,000
87	System Maintenance	23,459	25,000	25,000	33,000	8,000	25,000
89	State Revolving Fund Loan - Meter replacement	330,541	1,275,610	395,390	395,390	(880,220)	-
SUB TOTAL		\$ 479,705	\$ 1,485,110	\$ 549,990	\$ 555,590	\$ (929,520)	\$ 104,225

<b>Total Water Distribution Maintenance</b>		\$ 850,940	\$ 1,866,710	\$ 929,825	\$ 956,814	\$ (909,896)	\$ 517,579
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	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## WATER

### ACCOUNTING AND COLLECTION

#### Personal Services

01	Regular Salaries	184,587	174,662	173,931	225,640	50,978	229,043
03	Part-time & Temporary Salaries	23,695	28,800	17,000	-	(28,800)	8,000
06	FICA	14,390	13,974	13,917	17,261	3,287	18,133
07	IPERS	11,914	12,139	11,044	18,164	6,025	19,081
09	Health & Life Insurance	53,128	60,293	45,000	71,370	11,077	78,507
SUB TOTAL		\$ 287,714	\$ 289,868	\$ 260,892	\$ 332,435	\$ 42,567	\$ 352,764

#### Contractual and Supply Services

20	Miscellaneous	-	1,500	500	1,500	-	1,500
22	Collection Cost	701	2,000	600	2,000	-	1,200
24	Payments to Other Agencies	3,125,144	3,525,431	3,525,431	3,852,374	326,943	3,800,000
24A	Sewer Exempt Fee	590	1,200	1,200	1,200	-	2,500
36	Postage & Shipping	84,282	87,840	100,000	116,400	28,560	100,000
37	Printing-Computer & Billing	12,491	16,015	5,000	6,950	(9,065)	20,000
37A	Computer Rent & Equipment	111,413	82,113	80,000	97,672	15,559	75,000
42	Solid Waste	1,509,917	1,620,000	1,400,000	1,960,332	340,332	1,716,000
43	Sales Tax Water	288,754	354,701	354,701	385,817	31,116	341,117
43A	Sales Tax Urbandale Sanitary (SD)	32,611	30,674	35,000	33,523	2,849	33,000
43B	Sales Tax Urbandale W/H Sanitary (SR)	1,932	2,328	2,328	2,543	215	2,500
49	Deposit Refund	1,950	-	-	-	-	-
49a	Refunds	-	15,000	15,000	15,000	-	10,000
50	Storm Water	-	243,000	500,000	615,300	372,300	283,500
50A	Storm Water Sales Tax	-	-	18,000	18,000	18,000	18,000
52	Customer Overpayment	11,408	-	-	-	-	-
SUB TOTAL		\$ 5,181,193	\$ 5,981,802	\$ 6,037,760	\$ 7,108,611	\$ 1,126,809	\$ 6,404,317

<b>Total Water Accounting and Collection</b>		<b>\$ 5,468,907</b>	<b>\$ 6,271,670</b>	<b>\$ 6,298,652</b>	<b>\$ 7,441,046</b>	<b>\$ 1,169,376</b>	<b>\$ 6,757,081</b>
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### ADMINISTRATION AND GENERAL

#### Personal Services

01	Regular Salaries	221,642	228,067	201,781	237,148	9,081	240,802
01A	Trustee Salary	3,600	3,600	3,600	7,200	3,600	7,200
06	FICA	15,350	17,447	16,358	18,692	1,245	18,972
07	IPERS	14,513	15,851	15,851	19,670	3,819	19,964
08	Retirement Trust	25,470	29,000	29,000	30,000	1,000	29,000
09	Health & Life Insurance	31,899	36,241	36,241	38,104	1,863	41,914
09B	Dental & Visual Insurance	2,112	2,550	2,550	2,700	150	2,550
09C	Self Insurance	37,897	34,984	34,984	36,000	1,016	34,000
SUB TOTAL		\$ 352,483	\$ 367,740	\$ 340,365	\$ 389,514	\$ 21,774	\$ 394,402

#### Contractual and Supply Services

11	Auto Allowance	6,600	6,600	6,600	6,600	-	6,600
20	Miscellaneous	1,714	2,000	1,000	2,000	-	2,000
20A	Trust Disbursement	24,520	35,000	22,000	22,000	(13,000)	35,000
21	Advertising & Legal Publications	823	1,500	1,500	1,500	-	1,500
23	Consulting & Legal Fees	2,680	10,000	2,500	10,000	-	15,000
23A	Audit	8,432	7,000	9,500	10,000	3,000	7,000
24	Permit Fees (DNR)	4,337	8,000	5,000	8,000	-	8,000
28	Dues, Memberships, Subscriptions	3,555	6,000	4,000	6,000	-	6,000
29	Liability Insurance	53,897	40,000	40,000	60,000	20,000	35,000
36	Postage & Shipping (Stamps & Etc.)	3,300	4,528	3,500	6,950	2,422	5,000
44	Telephone (Phones & Service Bill)	10,350	10,860	9,000	10,860	-	11,000
45	Training	2,690	7,500	6,000	7,500	-	7,500
46	Travel & Conference Expense	1,512	10,000	10,000	10,000	-	12,000
47	Utilities	12,652	15,000	15,000	15,000	-	15,000
50	Petty Cash	815	1,000	1,000	1,000	-	1,000
58	Office Equipment & Supplies	12,332	12,612	12,612	16,012	3,400	45,000
94	Bank Service Charge	14,940	15,000	20,000	18,000	3,000	12,000
SUB TOTAL		\$ 165,149	\$ 192,600	\$ 169,212	\$ 211,422	\$ 18,822	\$ 224,600

<b>Total Water Administration and General</b>		<b>\$ 517,632</b>	<b>\$ 560,340</b>	<b>\$ 509,577</b>	<b>\$ 600,936</b>	<b>\$ 40,596</b>	<b>\$ 619,002</b>
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	FY 2009-10	FY 2010-11	FY 2010-11	FY 2011-12	INCREASE	FY 2012-13
	ACTUAL	ADOPTED	REVISED	ADOPTED	(DECREASE)	ESTIMATE

## WATER

### OPERATING REVENUE

#### Revenue

601	Metered Water Sales	5,191,157	5,911,690	6,412,000	6,410,289	498,599	5,922,328
602	Sewer-SR	264,341	306,712	290,000	335,156	28,444	327,542
603	Sewer-SD	2,880,698	3,218,718	3,218,718	3,517,217	298,499	3,434,315
605	Service Charges	7,175	10,000	10,000	10,000	-	10,000
606	Late Charge	32,889	40,000	34,000	40,000	-	33,000
607	Water Service Hook On Fee	25,294	38,340	26,000	38,340	-	32,000
608	Meter & Parts	53,732	71,500	71,500	71,500	-	85,000
609	Sewer Exempt Fee	975	2,650	2,650	2,650	-	3,000
612	Collect Sewer (For Billing)	114,227	110,160	114,000	116,000	5,840	110,160
613	Taps	1,175	7,500	6,000	7,500	-	15,000
615	Bacteriological Samples	250	1,500	1,500	1,500	-	2,500
616	Miscellaneous	37,271	40,000	30,000	40,000	-	20,000
616A	Trust Receipts	19,920	25,000	20,000	20,000	(5,000)	25,000
617	Main Reimbursement	19,955	-	-	-	-	20,500
618	Rentals	450	500	500	500	-	500
620	Sales Tax Water	310,176	355,901	355,901	385,817	29,916	314,117
621	Sales Tax Sewer	34,523	33,002	35,243	36,066	3,064	35,243
623	Bulk & Construction Water	12,851	20,000	10,000	20,000	-	35,000
627	Hydrant Meter Rental	7,219	15,000	5,000	15,000	-	32,000
646	Lease Revenue (Nextel)	63,802	64,800	64,800	64,800	-	64,800
647	Solid Waste	1,518,699	1,620,000	1,400,000	1,960,332	340,332	1,716,000
648	Solid Waste Collect	28,958	30,780	28,000	30,780	-	30,780
649	Storm Water	-	243,000	516,852	778,837	535,837	283,500
649A	Storm Water Sales Tax	-	-	18,000	18,000	18,000	18,000
650	Storm Water Collect	-	30,780	30,780	30,780	-	30,780
651	State Revolving Fund loan proceeds	330,541	1,275,610	395,390	395,390	(880,220)	-
<b>Total Water Operating Revenue</b>		<b>\$ 10,956,278</b>	<b>\$ 13,473,143</b>	<b>\$ 13,096,834</b>	<b>\$ 14,346,454</b>	<b>\$ 873,311</b>	<b>\$ 12,601,065</b>

### RECAP

#### Disbursements

Distribution Operation	1,213,540	1,297,036	1,214,621	1,374,374	77,338	1,288,853
Distribution Maintenance	850,940	1,866,710	929,825	956,814	(909,896)	517,579
Accounting & Collection	5,468,907	6,271,670	6,298,652	7,441,046	1,169,376	6,757,081
Administration & General	517,632	560,340	509,577	600,936	40,596	619,002
Water Purchased ( DMWW + Xenia)	1,523,591	1,944,913	1,928,158	2,145,863	200,950	1,692,116
Sub Total	\$ 9,574,610	\$ 11,940,669	\$ 10,880,833	\$ 12,519,033	\$ 578,364	\$ 10,874,631
Disbursements from Bond Proceeds	-	-	-	-	-	-
Debt Service	1,929,575	1,983,861	2,003,093	2,084,719	100,858	1,962,405
TOTAL	\$ 11,504,185	\$ 13,924,530	\$ 12,883,926	\$ 14,603,752	\$ 679,222	\$ 12,837,036

#### Income

Cash Balance	-	376,657	1,209,256	1,437,164	1,060,507	1,423,490
Restricted Funds	-	495,140	497,796	497,796	2,656	508,766
Net Cash Balance	\$ -	\$ 871,797	\$ 1,707,052	\$ 1,934,960	\$ 1,063,163	\$ 1,932,256
Operating Revenue	\$ 10,956,278	\$ 13,473,143	\$ 13,096,834	\$ 14,346,454	\$ 873,311	\$ 12,601,065
Non-Operating Revenue						
Interest Earned	13,355	75,000	15,000	25,000	(50,000)	35,000
Extraordinary income	6,909	-	-	-	-	-
SUB TOTAL	\$ 10,976,542	\$ 14,419,940	\$ 14,818,886	\$ 16,306,414	\$ 1,886,474	\$ 14,568,321
Less Restricted Funds (trust fund)	19,920	495,410	497,796	497,796	2,386	508,766
Capital Reserve Fund	-	-	-	1,204,866	1,204,866	1,309,248
<b>Total</b>	<b>\$ 10,956,622</b>	<b>\$ 13,924,530</b>	<b>\$ 14,321,090</b>	<b>\$ 14,603,752</b>	<b>\$ 679,222</b>	<b>\$ 12,750,307</b>